

Mentoring Handbook

Mentees

A resource to guide you through your mentoring relationship as a mentee.

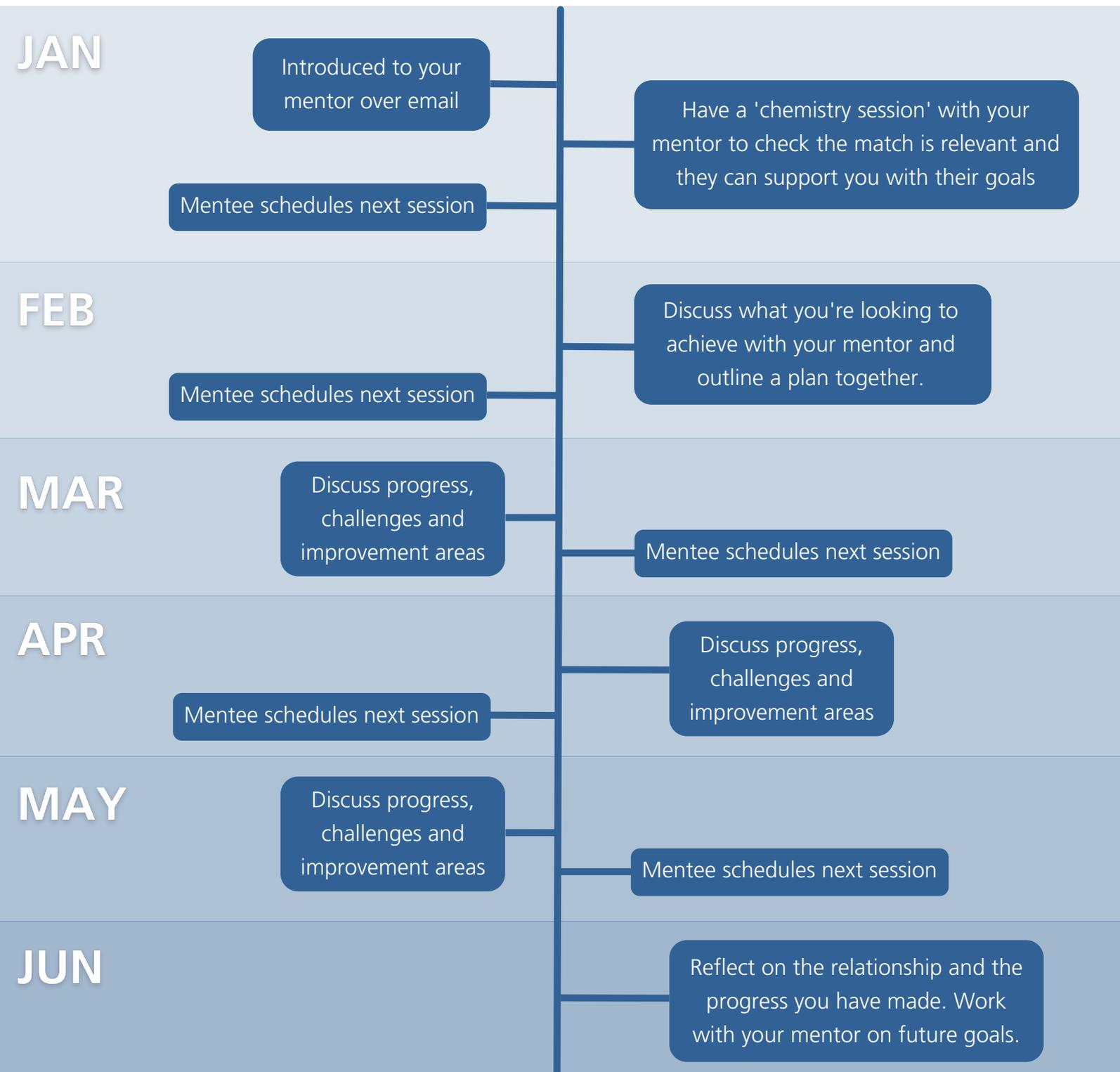
FIFA[®]



Mentoring at FIFA

What to expect from the programme

Over the course of the 6 month programme you are expected to meet with your mentor once every month for at least 45 minutes. Here's what to expect:



Introduction to Mentoring

What is the role of your mentor?

The figure of a mentor has been around forever, since the days of Socrates, Plato and Aristotle. Mentoring is the act or process of helping and guiding another person to support their personal development.

A mentor will take the time to get to know you, understand your goals and the challenges you're facing, and then use their knowledge and experience to help you grow.

Importantly, this relationship is additional to a manager or teacher, and benefits from a more personal and confidential structure.

Common mentoring misconceptions...

"Mentors have to be senior"

Don't think that your mentor has to be the most senior person in the business. As opposed to seniority, what's important is relevant experience and knowledge.

"Mentors & mentees should be similar"

While familiarity is nice, the best learning happens when you're exposed to different perspectives and ways of thinking. Keep an open mind when meeting your mentor.

"Mentoring only benefits the mentee"

Remember that your mentor is also doing this to develop themselves and grow as a person. There are plenty of benefits mentors gain from the experience too.

Introduction to Mentoring

The benefits of being a mentee

Having a mentor is highly valuable for both career development and progression within a business, as well as more personal benefits such as confidence and self-awareness. Mentoring gives you an opportunity to improve your communication skills as you develop your relationship with your mentor. All these things will obviously be useful for your entire career, not just your mentoring sessions. Mentees typically see an increase in:

- Self-confidence
- Self-awareness
- Job satisfaction
- Aspiration within the company
- Likelihood of promotion
- Communication skills
- Personal network
- Reduced stress
- Reduced self-doubt
- Leadership skills
- Performance ratings
- Ability to set SMART goals

Mentees are more likely to feel empowered in their careers and stay at their company for longer.

Through your mentoring relationship you will be exposed to new ways of thinking, broadening your perspectives and the way you approach problems. Not to forget you will benefit from growing your personal network within FIFA.

While there is so much to gain from mentoring, it's important to remember that the more you put in to the relationship, the more you will get out. Your mentor is not going to do everything for you, or tell you exactly what to do.

This handbook will help you prepare and get the most out of the relationship.

Introduction to Mentoring

What makes a great mentee?

The best mentees take responsibility for the relationship and have a clear idea of what they are looking to gain from the experience.

Whether it's working towards a career goal, such as a promotion, or something more specific, such as building confidence with speaking in front of groups, it's important to have an achievement in mind. This means when you begin the relationship, you are ready to hit the ground running with a clear focus.

Traits of a good mentee include...



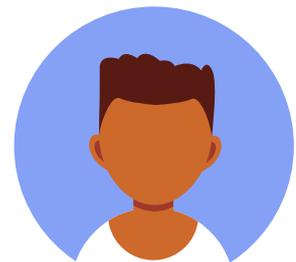
**Ambitious
Inquisitive**



**Goal focused
Self-aware**



**Open
Committed**



**Personable
Driven**

THE 3 PHASES OF MENTORING



Structuring the Relationship

#1. Building Trust

Mentoring is all about developing a human to human connection, which is what makes it so powerful. In order for that connection to develop, you need a foundation of trust. Here are some things you can do as the mentee to establish that foundation early on in your relationship.

Set fair expectations



To avoid miscommunication or disappointment down the line, make sure to set expectations of each other. What are you expecting from your mentor? What do they expect of you?

Be honest about goals



Talk to your mentor honestly about what you are looking to gain from the relationship and work towards. This will help them help you, and ensure your sessions stay focused.

Be open and personable



Even if your mentor is someone very senior, remember to be yourself! Getting to know each other personally will help to build a strong mentor mentee connection. You never know what you might have in common.

Practice accountability



A huge part of mentoring is trusting each other to do what you say you're going to do. Demonstrate this from the beginning by being accountable for any actions or follow ups you and your mentor have discussed.

The purpose of the initial 'chemistry call' or introductory session is to establish trust and build the foundations of a fruitful relationship.

Mentoring sessions are completely confidential. The sooner trust is established, the sooner you can start making progress towards your goals.

Structuring the Relationship

#2. Growth Mindset

The purpose of mentoring is to accelerate personal development and growth. While you may be building relationships, getting to know each other and sharing experiences as you go, try to ensure you are making progress towards your goals by doing the following:

Ask for feedback

Not only being open to feedback, but actively asking for it is a great way to accelerate your progress. Asking for feedback demonstrates a hunger to learn and improve.



Ask good questions

Good mentees are curious. You can learn a lot from hearing about your mentor's experiences and even their mistakes. Prepare some insightful questions before your sessions.



Self-reflect

A huge benefit of mentoring is increasing self-awareness. You can play a part in this by reflecting on your progress, your mindset and ambitions. Reflect on your accomplishments so far and share them with your mentor.



Leaving the comfort zone

A huge part of personal growth is pushing yourself out of your comfort zone. Use this opportunity and the safe space of a mentoring relationship to challenge yourself, and try new approaches or strategies.



You will only speak with your mentor once a month for 45 minutes, so make sure you are maximising the time with them by reflecting beforehand, preparing questions for them, and pushing yourself out of your comfort zone.

Structuring the Relationship

#3. Taking Action

Finally, the best mentees take action beyond their mentoring sessions. That means thinking about the contents of your mentoring discussion outside of the sessions themselves, preparing in advance and following up on actions or conversations with your mentor. Here are some things you can do:

Prepare agendas

Being prepared reflects your dedication to the mentoring relationship. Come up with 2-3 topics or questions that you would like to cover in your mentoring session before you meet.



Be proactive

Take notes at every mentoring session so you can create an action plan to hit your goals. By running these actions by your mentor, you're inviting them to hold you accountable.



Ask for introductions

Don't be afraid to ask your mentor to introduce you to someone in their network if it could benefit your growth. Equally, if they do introduce you to a new contact, make sure you make the most of that opportunity!



Celebrate success

Finally, make sure that you reflect and celebrate your progress with your mentor – particularly if they played a part in you achieving a goal. Show your gratitude by thanking them and celebrating together.



A Gartner 2006 study found that:

'Participants are 40% more likely to achieve their goals if they write them down. This increases to 70% if the goals are shared with someone to keep them accountable, such as a mentor.' ([Source](#)).

Structuring the Relationship

How to structure the sessions

Every mentoring relationship is different, but there will typically be goals set at the beginning that you want to achieve. The mentoring sessions will aim to help you get to where you want to be, while also developing skills such as self-awareness, confidence, and good communication.

In each mentoring session, it's important that the discussions, challenges, and solutions raised are all contributing to your overall goals, to ensure progress is being made. There are simple things both parties can do before, during and after they meet to ensure a productive mentoring session.

The Day Before a Session

The mentee sends over a session agenda including their desired discussion areas, outline of current challenges, key progress updates, and any leftover actions from the last session.

If relevant, the mentor can add any topics or points to the agenda and send it back, so that everyone is aware of the key focuses beforehand.

This helps with preparation, prioritisation, and managing expectations. For example, if a mentor sees on the agenda that their mentee has a new challenge since they last met, the mentor can think about it and come ready with ideas, rather than it being raised during the session when there's already a lot to discuss.

If you only have 45 minutes a month with your mentor, make sure you are maximising that time together to be the most beneficial.

Structuring the Relationship

How to structure the sessions

During the Session

Take notes

As you are talking through any challenges or ideas, ensure you are taking notes.

Create an action plan

During your discussion, it's likely you will begin to explore a number of solutions and ideas. Mentoring sessions can easily turn into hour long conversations without following a structure – in order to be productive, draw up an action plan that tackles the discussed challenges.

Reflect on progress

Near the end of the mentoring session, it's important to reflect on the progress you are making. This could be through the discussion of key learnings, celebrating wins, and giving feedback.

Actions for next session

Before the session concludes, an actions list should be created of things to do before the next session. The act of doing this makes both mentee and mentor accountable.

Book next session

In order to maintain momentum, you should book in your next one.

Naturally, every session will vary, and that's okay. But at least having a loose structure in place will increase the likelihood of you making progress.

Structuring the Relationship

How to structure the sessions

After the Session

The mentee sends a follow up with the key takeaways from the session, the list of actions, and the details of the next session.

The mentor can respond with any relevant information or links to resources that were discussed in the session that may help the mentee. Make sure the invite is in your calendar and you know how and where you will be meeting every month.

A mentoring relationship is a two-way process. While you will be expected to drive the sessions and the follow ups, it's important for both parties to be aligned on how the meetings are structured and what is expected of them.

When you first meet your mentor, you can discuss what structure will work best for both of you, and adjust it throughout the relationship according to your needs.

By having a structure both of you are happy with, mentee and mentor are more likely to follow up on actions, feel comfortable raising any issues, and keep the conversation focused.

Use the following Goal Setting and Session Agenda templates to structure your mentoring sessions and help you keep on track.



STRUCTURING A MENTORING SESSION:

The Day Before

Send an agenda

The mentee can send their mentor an agenda of what they'd like to discuss – feel free to use the template provided!

Double check meeting details

Remind yourself what time and where you're meeting for the mentoring session.

During a Session

Take notes

Write down any useful information or learnings from the session.

Actions for next session

Create an actions list if necessary to hold each other accountable.

Reflect on progress

By discussing key learnings, celebrating wins, and giving feedback.

Book next session

In order to maintain momentum, you should book in your next session.

After a Session

Send a follow up

The mentee sends a follow up with the key takeaways from the session, a list of any actions that were set, and the details of the next session.

Hold yourself accountable

Make a start on any actions that were assigned to you during the session so you can make progress and give a positive update in your next meeting.

MENTORING AGENDA



Date:

Discussion Points

The topics or areas you want to explore during this session. Plus any questions for your mentor.

A large, empty, light gray rectangular box intended for writing discussion points.

Current Challenges

Any challenges you are currently facing and ideas on how to tackle them.

A large, empty, light gray rectangular box intended for writing current challenges.

Progress & Learnings

Update on your progress since last session, including any learnings or developments.

A large, empty, light gray rectangular box intended for writing progress and learnings.

Actions

Actions to take before next session, as well as incomplete actions carried from last session.

A large, empty, light gray rectangular box intended for writing actions.

GOAL SETTING TEMPLATE



My priority goal right now is:

Target Date:



I want to achieve this because:

I'll know I've achieved this goal when:

Key things that will help me achieve this goal:

Main challenges that may prevent or delay me achieving this goal:

3 steps I can take to reach this goal:

1

2

3

Who can support me?