

Mentoring Principles & Skills – Evaluation Sheet

January 11, 2018

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This outlines the key principles and skills needed for mentors to excel in their roles. It is intended as a tool to be used by the staff of organizations that have mentoring program with the volunteer mentors. The skills match the Life Solutions Network Mentoring 101 training. A learning environment is needed to continually grow; we learn from our mistakes and experiences with the help of routine constructive feedback.

Use this tool formally or informally. Formally, a supervisor of the mentor program may give structured feedback once or twice per year. Informally, mentors use it as a review before a mentoring session or to self-assess after a session.

Criteria	Evaluation (see below)	Discussion
Principles		
Be Self-Aware		<ul style="list-style-type: none"> Sensitive to and values differences. Can suspend personal biases and judgement.
Show Backbone and Heart		<ul style="list-style-type: none"> Share you own humanity... strengths, vulnerability and caring.
Show That Choices Have Consequences		<ul style="list-style-type: none"> People make hundreds of choices every day. Choices must be owned.
Role Model Values and Character		<ul style="list-style-type: none"> Exhibit key values such as patience, respect, loyalty and more. Discusses personal values with an intent to explore differences.
Follow the Coaching Model		<ul style="list-style-type: none"> Each organization has their own "model". The key points have been addressed for the given time period. Uses good time management. Knows when to "<i>go deep</i>" and when to move to the next topic.
Skills		
Be Available Attentively		<ul style="list-style-type: none"> Uses active listening. Is "<i>in the moment</i>", concentrating on the needs of today.
Ask Powerful Questions		<ul style="list-style-type: none"> Asks open-ended and insightful questions, causing the mentee to think.
Make Empathy a Habit		<ul style="list-style-type: none"> Places themselves in the situation of the mentee allowing feeling to be transmitted.
Offer Insightful Affirmations		<ul style="list-style-type: none"> Offers positive feedback on a character trait, skill or accomplishment. Help people see their "<i>treasure</i>".
Discover Vision & Goals		<ul style="list-style-type: none"> Uses the Vision & Goals Worksheet using "<i>heart, mind, body and soul</i>" as a context. Goals are set.
Uncover Beliefs		<ul style="list-style-type: none"> <i>We become what we think and believe.</i> If we uncover our beliefs, we can choose to change them.
Talk the Truth		<ul style="list-style-type: none"> Gives constructive feedback. Be direct when needed to see reality.
Support Decisions Based on Principles		<ul style="list-style-type: none"> Helps identify the key principles (or values) that lead to a preferred decision. Show that choices have consequences.
Use the GROW Model		<ul style="list-style-type: none"> Can use a coaching model to guide the entire mentoring session. GROW: Goals, Reality, Options/Obstacles, Will/Way Forward.

Evaluation Guide:

5 = Advanced (can train others)

4 = Proficient (can accomplish routinely)

3 = Learning (some assistance required)

2 = Basic (knows the concepts)

1 = Getting Started (very limited knowledge)