

one minute mentorship

1) ASSESS THE MENTEE

- Check in
- Assess for any urgent issues
- Use active listening skills

2) SET AN AGENDA

- Review pending items
- Assess time available
- Prioritize

3) ASSIST WITH ONGOING PROJECTS

- Ask clarifying questions
- Set clear and measurable goals
- Give advice and suggest resources
- Agree on timeline for deliverables

4) PROVIDE CAREER GUIDANCE

- Review Individual Development Plan (IDP) and Resume/CV
- Inquire about professional / personal balance

5) WRAP UP

- Clarify expectations of mentor and mentee
- Schedule future meeting