

Mentorship Initiative

Mid-Point Mentor Focus Group – Facilitation Guide

Focus group ground rules/norms:

- Respect confidentiality (i.e., stay at the theme level, avoid mentee specific issues, adhere to the “Las Vegas” rule)
- Full participation by everyone
- Support brainstorming (i.e., share any and all ideas, resist urge to evaluate or critique ideas, don’t feel pressure to solve everything “in the room”)

Focus group questions:

1. How often have you been meeting with your mentee? Where do you typically meet?
2. Which of the 5 “MYs” are you and your mentee(s) focusing on? -- *note the responses on a flipchart and share observations. Determine if there are any follow-up questions (e.g., is there a tendency to lean towards certain MYs due to career ambitions, lack of capabilities, etc?)*
3. Which of the mentor “hats” are you being asked to wear? How does this compare to your expectations at the beginning of the pilot? -- *use this response to inform future orientation and mentor training topics*
4. Have you ever been “stuck” not knowing how to respond to your mentee? What did you do? -- *see if mentors are working with each other and the need for future mentor development*
5. What are the characteristics of a good mentee? -- *use this response to help inform future selection*
6. Do you think mentees understand how to best leverage their relationship with you? Please explain. -- *use this response to provide feedback to mentees*
7. What do you think the mentees are learning as participants?
8. What have you learned as mentors?
9. Were you able to the last Learning Event? What aspects did you like? What improvements would you suggest future learning events?
10. On a scale of 1 to 5, with 5 being ‘highly satisfied’, how would you rate your experience with the mentorship program to-date? -- *note the responses on a flip chart and facilitate a discussion around what is required to move the rating up one point*

Please share one success or pleasant surprise about the mentorship initiative to-date

Learning Event Feedback

Thank you for your participation in the Learning Event. Please complete this feedback form. You are welcome to submit it anonymously if you prefer. Your feedback will help shape future learning events. Indicate by number what best describes your level of agreement with the corresponding statement.

☐ *I want to submit this survey anonymously*

- **The event provided me with information, tools, etc. that I can apply in my career.**

- ☐ N/A
- ☐ 1 - Strongly Disagree
- ☐ 2 - Disagree
- ☐ 3 - Mildly Disagree
- ☐ 4 - Undecided
- ☐ 5 - Mildly Agree
- ☐ 6 - Agree
- ☐ 7 - Strongly Agree

- **The pace of the event was appropriate and kept my attention.**

- ☐ N/A
- ☐ 1 - Strongly Disagree
- ☐ 2 - Disagree
- ☐ 3 - Mildly Disagree
- ☐ 4 - Undecided
- ☐ 5 - Mildly Agree
- ☐ 6 - Agree
- ☐ 7 - Strongly Agree

- **The facilitator allowed each panelist to share his/her perspective.**

- ☐ N/A
- ☐ 1 - Strongly Disagree
- ☐ 2 - Disagree
- ☐ 3 - Mildly Disagree
- ☐ 4 - Undecided
- ☐ 5 - Mildly Agree
- ☐ 6 - Agree
- ☐ 7 - Strongly Agree

- **The presentation information was useful.**

- ☐ N/A
- ☐ 1 - Strongly Disagree
- ☐ 2 - Disagree

- ☐ 3 - Mildly Disagree
 - ☐ 4 - Undecided
 - ☐ 5 - Mildly Agree
 - ☐ 6 - Agree
 - ☐ 7 - Strongly Agree
- **There was sufficient time for questions and discussion.**
 - ☐ N/A
 - ☐ 1 - Strongly Disagree
 - ☐ 2 - Disagree
 - ☐ 3 - Mildly Disagree
 - ☐ 4 - Undecided
 - ☐ 5 - Mildly Agree
 - ☐ 6 - Agree
 - ☐ 7 - Strongly Agree
- **These are topics I would like more information about.**
 - ☐ N/A
 - ☐ 1 - Strongly Disagree
 - ☐ 2 - Disagree
 - ☐ 3 - Mildly Disagree
 - ☐ 4 - Undecided
 - ☐ 5 - Mildly Agree
 - ☐ 6 - Agree
 - ☐ 7 - Strongly Agree
- **What do you plan to do/change based on what you learned today?**
- **Other Comments:**

Mentorship Program Survey for Mentors – Kickoff

Your input at the beginning of the Mentorship Program is extremely valuable for us to evaluate and measure the success of this initiative. Thank you in advance for taking a few minutes to complete this survey.

It should not take you more than 5 minutes to complete. Please note that your feedback will be reviewed in aggregate and remain confidential.

Option to submit this survey anonymously

Mentoring provides an opportunity to expand my mentee's professional network.

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring provides an opportunity to identify actions and impact the "Five Mys".

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring provides an opportunity to build business acumen.

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring provides an opportunity to enhance self-awareness.

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring provides an opportunity for problem-solving.

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring provides an opportunity to better navigate through my industry.

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring provides an opportunity to develop skills/competencies (e.g. interpersonal, communications, leadership, listening, technical, etc.).

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring benefits mentees.

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

Mentoring benefits mentors.

1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

2 COMMENTS

Mentorship Program: Check-in #2

Name:

Date:

Time:

General Update

1. Overall, how well has the mentorship program met your expectations?
2. Have you selected a “MY” to focus your development? How did you decide on this “MY”?
3. On a scale of 1 to 5 with 5 being outstanding and 3 average, how would you describe your relationship with your mentor? What can be done to increase the rating over the next 2 months?

Notes:

One-to-One Meetings

4. Please share with me how often you meet with your mentor (formal and informal check ins).
5. Tell me about your one-to-one meetings:
 - i. Who arranges the meetings?
 - ii. Where do you meet?
 - iii. How long are the meetings?
 - iv. What do you typically discuss?
6. Share with me the best conversation that you have had, to date, with your mentor. What made this a great conversation?

Notes:

Learning Events

7. Did you have an opportunity to attend last week's learning event?
8. Did you attend with your mentor? If yes ask → Did this add to the value of the learning event?
9. Please rate the learning event on a scale of 1 to 5 with 5 being outstanding and 3 average. What improvements do you recommend to improve future learning events?

Notes:

Program Benefits (To date)

10. What new opportunities or insights has the mentorship experience provided you (e.g., networking , self-awareness, etc.)
11. How have you grown due to the mentorship experience?
12. From your perspective, how has your mentor benefitted from this experience?
13. What one action would you take to improve the mentorship experience?
14. Is there anything else that you would like to share about your mentorship experience thus far?

Notes:

Mentorship Program: Post-Pairing Check-in

Name	
Date	
Time	

'Meet and greet' event

1. What were your overall impressions of the 'meet and greet' event?
 - a. One element that exceeded your expectations
 - b. One element that was below your expectation
2. What other changes would you suggest to improve this event in the future?

Notes:

Orientation

3. On a scale of 1 to 5, with 5 being Outstanding, how would you rate the orientation that you attended?
4. Please share with me, a specific part of the orientation that demonstrates why you rated orientation at this level.
5. What changes or additional content would you suggest to improve the orientation in the future?
Format? Content?

Notes:

First meeting

6. Tell me about your first meeting with your mentor/mentee?
 - a. Connecting , building a productive relationship
 - b. Applying learnings from the orientation
 - c. Progress/discussion concerning the mentorship agreement
 - d. Surprises/concerns
7. Have you had a chance to review the flip focus book? Were any sections particularly useful?

Notes:

Learning events

8. Are you planning on attending the upcoming learning event?
9. How will you personally evaluate the success of a learning event?
10. Have you put any more thought into topics for these types of events?

Notes:

Mentorship Program: Post-Program Survey (with Third Party or Program Partner)

Name	
Date	
Time	

1. Overall, how well has the program mentorship initiative met your expectations?
2. What aspects of the program met or exceeded your expectations?
3. What aspects of the program did not meet your expectations?
4. What would you suggest we do to improve/strengthen mentorship initiatives in the future?
5. Would you recommend for others to participate in the mentorship program? Why?

Additional Notes:

Mentorship Program Conclusion - Survey for Mentees

- As the Mentorship Program wraps-up, we look forward to receiving your extremely valuable feedback to measure the success of the initiative. Thank you in advance for taking time to complete this survey. It should only about 10 minutes to complete.
- Please note that your feedback will be reviewed in aggregate and remain confidential.

☐ ***I want to submit this survey anonymously***

- **Program**

- **Mentoring provides an opportunity to expand my professional network.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring provides an opportunity to identify development actions and impact the "Five Mys" (My Style, My Career, My Craft, My Life and My World).**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring provides an opportunity to increase my business acumen.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring provides an opportunity to enhance my self-awareness.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring provides an opportunity for assistance with problem-solving.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring provides an opportunity to better navigate professionally.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring provides an opportunity to develop my skills/competencies (e.g. interpersonal, communications, leadership, listening, technical, etc.).**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring benefits mentees.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring benefits mentors.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

- **2 Capabilities**

- **My mentor provided good guidance on "MY" focus area(s) (MyCareer, MyCraft, MyLife, MyStyle, MyWorld).**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor enabled me to speak openly without concern of retribution.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor set high expectations for my development.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor was fully engaged and committed to our mentorship relationship.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor 'checked-in' to ensure the relationship was meeting my needs.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

- **My mentor assisted me with selecting one or more "MY" focus areas to develop (MyCareer, MyCraft, MyLife, MyStyle, MyWorld).**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor was accessible.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor was a good thinking partner.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor assisted me with improving my performance.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor asked questions that help me reflect and discover answers.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor shared real life experiences.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor had my best interest in mind.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor challenged and expanded my thinking.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **3 Execution**
- **The orientation session adequately prepared me for building a productive mentoring relationship.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **One-on-one mentorship meetings are purposeful.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Learning events added value to the mentorship program.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Social and/or networking events enhanced the mentorship program.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **The flip focus booklet was a useful tool.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **4 Outcomes**
- **I have benefited from participating in the mentorship pilot.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor has benefited from participating in the mentorship program.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **My mentor and I will continue our relationship after this pilot.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **I would like to continue to have a mentor.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **I would like to learn about becoming a mentor.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree

- I would recommend mentorship to others.
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- 5 COMMENTS
- In what ways have you benefitted from taking part in the mentorship initiative?
- What can be done to improve the mentorship initiative in the future?

Mentorship Pilot Survey for Mentees – Kickoff

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- **Mentoring provides an opportunity to enhance my self-awareness.**
 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **Mentoring provides an opportunity for problem-solving.**
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 - 1-Strongly Disagree 2-Disagree 3-Neutral 4-Agree 5-Strongly Agree
- **COMMENTS:**
- **Additional Feedback:**