



# **Mastering Mentorship**

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**Part 1: Reflecting on Trust**

What have some of my past mentors done or said that have helped build my trust in them?	
What have some of my past mentors done or said that have damaged my trust in them?	
What have I done or said as a mentor that I think helped to build my mentees' trust in me?	
What have I done or said as a mentor that I think may have damaged my mentees' trust in me?	
<i>Some questions to consider discussing in your mentoring relationships:</i>	
Why do we each think trust is important in our work together?	What are some things we each have already done that have built the other's trust?
What can we do to help each other feel we can be honest?	What can I do to help you feel you can take some risks?

**Part 2: Defining Expectations**

Who is in this mentoring relationship with you? Are you the mentor or mentee (or peer)? \_\_\_\_\_

Make some notes about your expectations in each of the following areas (then discuss/compare notes with the person named above):

Time: Frequency of Meetings	Time: Duration of Meetings
Accountability: My responsibilities and roles	Accountability: Their responsibilities and roles
Accountability: Who initiates scheduling/schedule changes?	Accountability: How do we check in about progress towards goals?
Accountability: How do we raise concerns about how the relationship is going?	Ground Rules: How will we prioritize our meetings?
Ground Rules: How will we demonstrate we are respecting the other's time?	Ground Rules: Following through on commitments, and communicating about lack of follow-through.
Ground Rules: How will we demonstrate that we each have respect for our personal differences?	Ground Rules: How will we demonstrate that we have respect for our professional differences?

### Part 3: Defining Goals

Who is in this mentoring relationship with you? Are you the mentor or mentee (or peer)? \_\_\_\_\_

Make some notes about your goals in response to the prompts below (then discuss/compare notes with the person named above):

What are your goals for YOURSELF in this relationship? Be specific - your goals should be about what you want to do (things that are observable). The goals should be clear enough that you can evaluate changes/progress.

What are your goals for the OTHER PERSON in this relationship? Again, be specific. Consider long-term AND short-term.

What does success look like for these goals? What will be the observable evidence that you each are making progress towards your goals?

How will you evaluate your progress? How frequently? Who will initiate these evaluation discussions? How will you talk about adjusting your goals?

How will you help each other get back on track if you are not making progress? How will you celebrate milestones (big and small)?

### Part 4: Managing Boundaries & Confidentiality

Who is in this mentoring relationship with you? Are you the mentor or mentee (or peer)? \_\_\_\_\_

Make some notes about your thoughts in response to the prompts below (then discuss/compare notes with the person named above):

What expectations do each of us have in this relationship about what we will do if a topic comes up that is outside our expertise or responsibility? How will we communicate about this? What can we do if we feel this boundary is being pushed or violated?

What are the limits on personal privacy and discussing personal matters in this relationship? How will we show respect for our differences in comfort level with discussing personal matters? How will we communicate with each other if we feel a discussion has gotten too personal?

What expectations do we each have about confidentiality within this relationship? What are the limits on confidentiality, and are those different for each of us? If someone wants to share outside of these limits, how should they raise this with the other? How will we express concerns to each other about confidentiality?

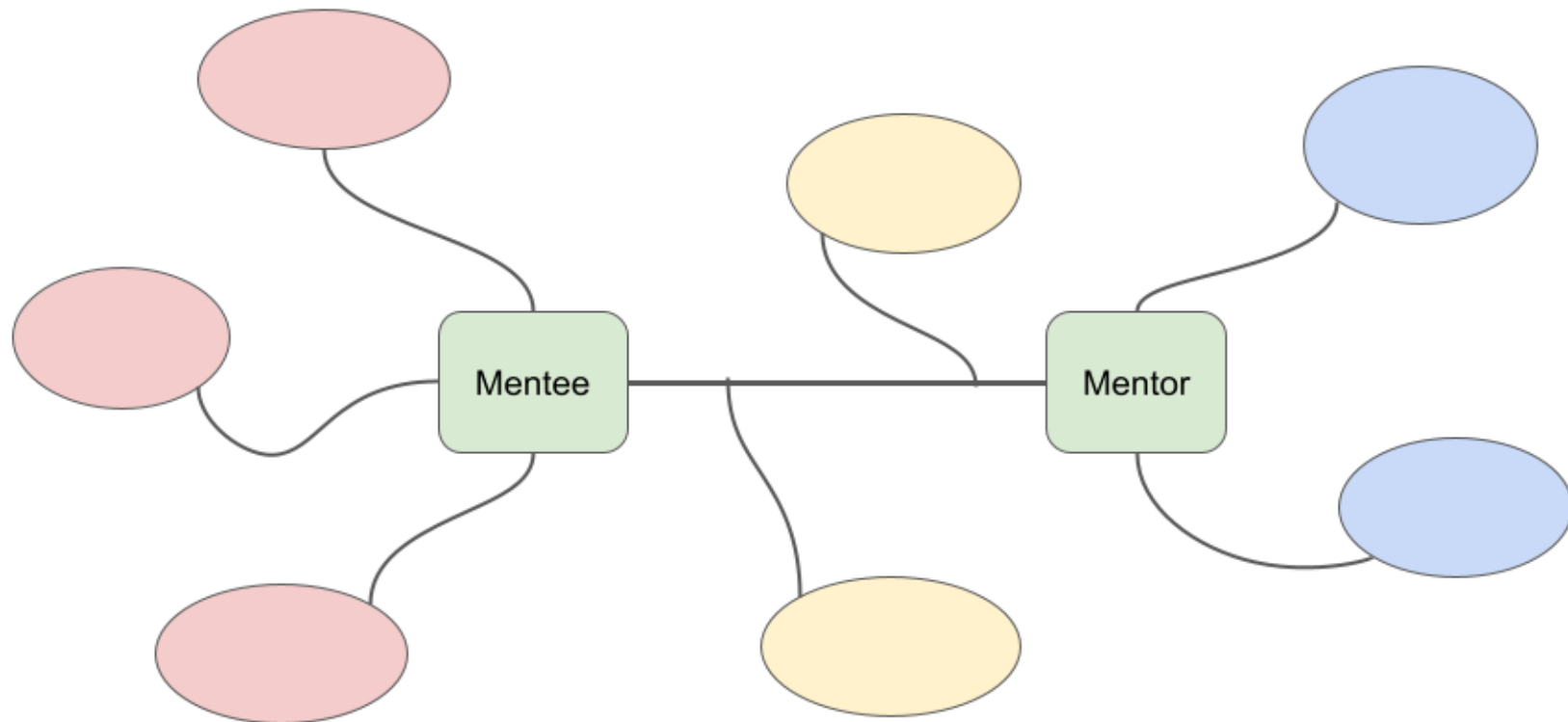
Have I shared my beliefs and expectations with the other person or people in this mentoring relationship? Do I believe I fully understand their beliefs and expectations about these issues? What is my plan for having a conversation about these issues in a way that creates a positive environment to discuss these things?

**Part 5: Planning for Endings**

<p>Which of your mentoring relationships would benefit from a discussion about planning for the relationship's end? How can you raise this topic with your mentoring partner?</p>	
<p><i>Consider how you would like to approach each of the following aspects of ending a mentoring relationship, and then discuss/compare notes with your mentoring partner.</i></p>	
<p>Revisiting each other's goals and progress</p>	<p>Reflecting on each other's learning and development (planned and unplanned)</p>
<p>Expressing appreciation and celebrating</p>	<p>Defining how our relationship could shift or transition</p>

**Part 6: Envisioning a Mentoring Network**

In what areas would you benefit from a consultative mentor? In what areas would your mentee or mentor benefit? In what areas would you BOTH benefit?



**Part 7: Describing Conflict**

Who is in this mentoring relationship with you? Are you the mentor or mentee (or peer)? \_\_\_\_\_

Remembering to aim for curiosity and understanding, make some notes about your thoughts in response to the prompts below (then discuss/compare notes with the person named above):

<p>What is the person named above doing that is contributing to the conflict? How are these actions affecting our ability to move forward in one or more goals?</p>	<p>What am I doing that could be contributing to this conflict? How are my actions affecting our ability to move forward in our goals?</p>
<p>Why might they be doing the things I've described above? <u>What else might be true</u> for them about what's happening?</p>	<p>Why do I believe I'm doing the things I've described above? <u>What else might be true</u> about what's happening for me in this situation?</p>



**Part 8: Reframing Conflict**

Who is in this mentoring relationship with you? Are you the mentor or mentee (or peer)? \_\_\_\_\_

Remembering to aim for curiosity and understanding, make some notes about your thoughts in response to the prompts below (then discuss/compare notes with the person named above):

How is this conflict connected to the expectations, goals, and/or ground rules we discussed together for our relationship?	
Is this conflict affecting my trust in my mentoring partner? How so?	Is this conflict affecting my mentoring partner's trust in me? How so?
What do I need from my mentoring partner to move towards our shared goals or to improve the trust between us? What specific actions can they take?	What does my mentoring partner need from me to move towards our shared goals or to improve the trust between us? What specific actions can I take?

**Part 9a: Goals, Expectations, & Interests in a Conflict (Mine)**

Describe the conflict (with whom & what it's about): \_\_\_\_\_

Goals: What do I want to happen?	(Reframe to positive if needed)	Importance to me (1-5)	Importance to them (1-5)	Shared goal? (Y/N)
<i>Instrumental</i>				
<i>Relational</i>				
<i>Emotional</i>				

Interests: <u>Why</u> do these goals matter to me?	Interests: Why <u>might</u> these goals matter to them? Why <u>do</u> they?
<i>Instrumental</i>	
<i>Relational</i>	
<i>Emotional</i>	

**Part 9b: Goals, Expectations, & Interests in a Conflict (Theirs)**

Describe the conflict (with whom & what it's about): \_\_\_\_\_

Goals: What do <u>they</u> want to happen?	(Reframe to positive if needed)	Importance to them (1-5)	Importance to me (1-5)	Shared goal? (Y/N)
<i>Instrumental</i>				
<i>Relational</i>				
<i>Emotional</i>				

Interests: Why <u>might</u> these goals matter to them? Why <u>do</u> they?	Interests: Why do these goals matter to me?
<i>Instrumental</i>	
<i>Relational</i>	
<i>Emotional</i>	

**ADDITIONAL NOTES**