

Training Goals

- To increase understanding among ESPs of the value of “supporting their own”
- To help ESPs enhance their communication skills, have greater job satisfaction, decrease job turnover, and serve as role models for students

Getting Acquainted

ACTIVITY 1

Meet other participants and begin building a climate of communication and learning



What is Mentoring?

ACTIVITY 2



Find out what you
already know
about mentoring

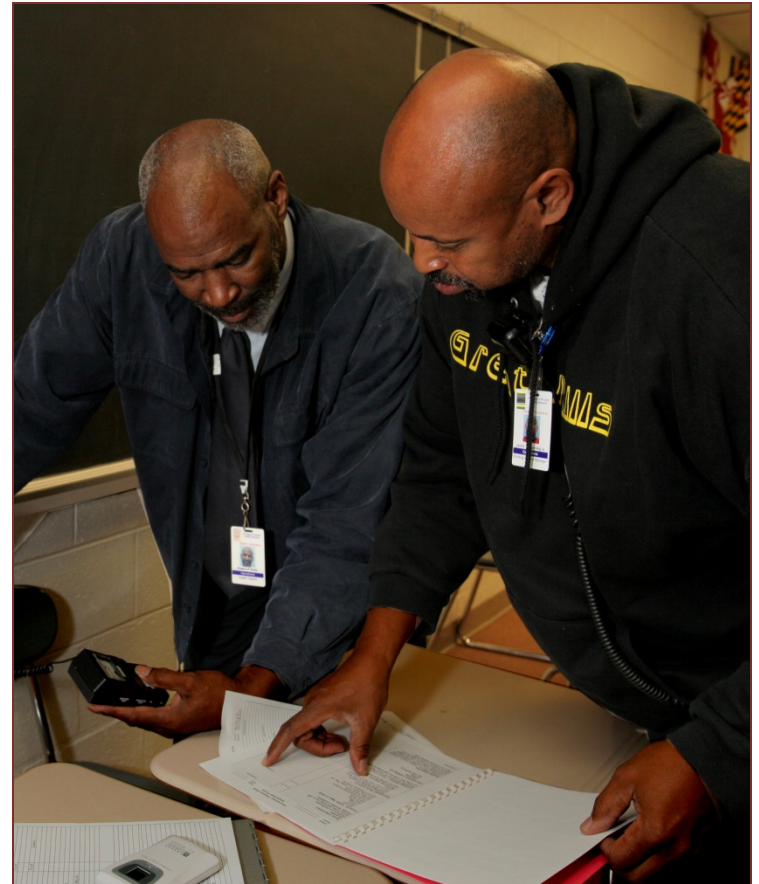
What Is Mentoring?

- Mentoring is a one-on-one relationship between two individuals focused on developing personal and professional skills through a learning relationship.
- The concepts of mentoring and coaching are not new to school staff.
- One-on-one relationships in education are powerful and date back to Greek teachers like Socrates and Aristotle.

Definitions

Mentor: someone who guides and supports another to be the best he/she can be.

Mentee: an employee who benefits from being guided and supported so that he/she can be the best he/she can be.



What is Your Experience?

ACTIVITY 3

Explore your own experiences with mentoring.



Questions

- Have you ever had a mentor? Who? When?
- Did you select the mentor or did he/she select you?
- What kinds of things did this person do with you?
- What do you think are the benefits of having a mentor?
- What are the benefits of being a mentor?
- What are the draw backs?

Mentoring Characteristics

ACTIVITY 4



Learn the
characteristics of a
mentor and mentee

Characteristics of Mentor/ Mentee

Relationship should be beneficial to both

Mentor

Generous
Self-confident
Competent
Can encourage/praise
Honest
Realistic
Available/flexible
Protects confidences
Professional
Listens
Trustworthy

Mentee

Committed to career
Has self respect
Ready to learn-motivated
Can handle feedback
Honest
Realistic
Flexible/available
Discreet
Professional
Listens
Trustworthy

Relationship Requirements

Mutual trust

Mutual respect

Commitment to:

- Skill development
- Learning
- Personal growth
- Confidentiality
- Open and honest communication



What Do I Have to Share?

ACTIVITY 5

Discover what experiences and relationships you have that you can share with a mentee.



Mentors Share...

- Connections
- Influence
- Passion
- Insights
- Time
- Knowledge



Questions To Consider

1. With whom might you have influence in your job, your union/Association, or community?
2. How would it help your mentee to share your influence?
3. What does sharing your influence mean?
4. What kind of connections do you have in your school, your union/Association, or community?
5. How would you share your connections?
6. How could that be helpful to your mentee?
7. How can you "make time" to share with your mentee?
8. What would that "time" look like?
9. What insights do you have that would help your mentee?

What Is Difficult About Mentoring?

ACTIVITY 6

Learn the importance of communication skills when involved in a mentoring relationship.

Mentoring...

- Can only take place in a safe environment that encourages safe learning
- Can only take place in a nonjudgmental environment
- Is about improved communication
- Promotes team building
- Is about addressing problems

Mentoring Involves Listening

- Less than 2% of us have any training in listening!
- 55% of the average work day is spent listening!
- We are distracted 75% of the time we spend listening!
- We remember only 20% of what we hear!

Gossip

ACTIVITY 7

Experience some
of the challenges
of listening



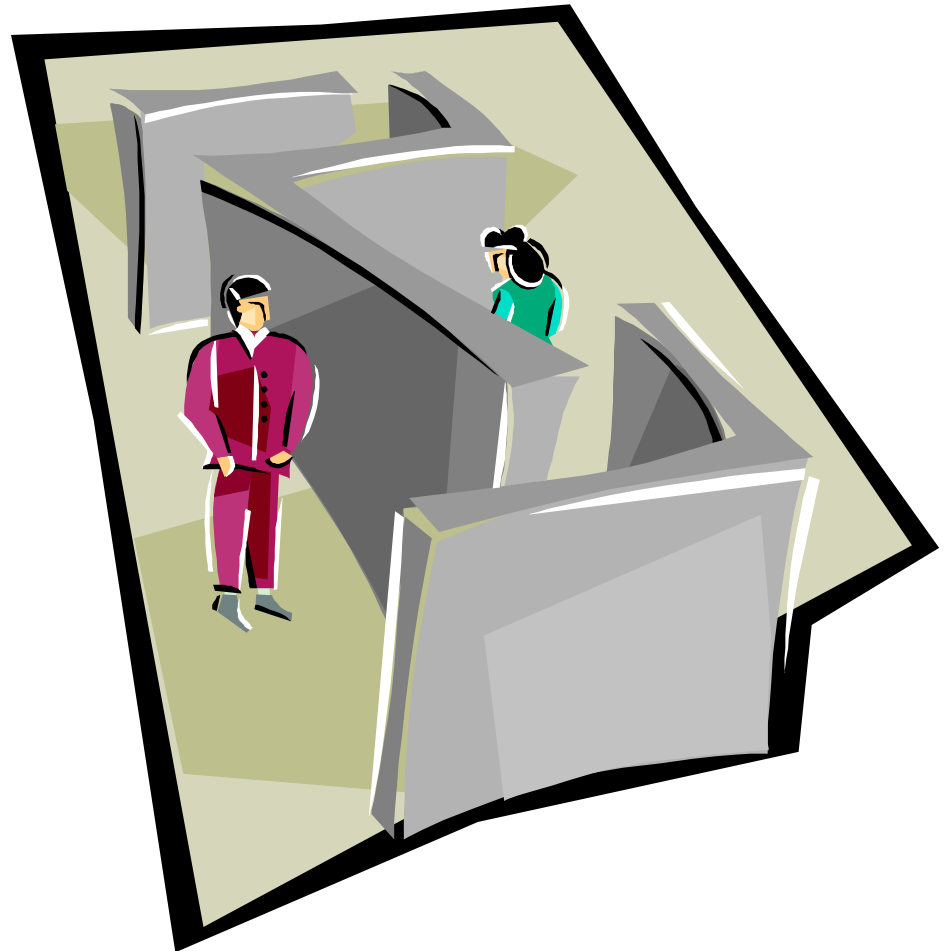
Message

“Please tell my brother-in-law that the UPS truck has delivered the replacement piece for his computer.”

Barriers to Listening

ACTIVITY 8

Become familiar
with some barriers
to effective listening



Barriers to Listening

- Personal bias
- Mentally preparing a response
- Distractions
- Personal concerns
- Language or cultural differences
- Speaker's delivery
- Topic not understood/uninteresting

Choose to Listen

Listening is a process in which you choose to participate!



Communicating: One-Way, Two-Way

Experiment with two ways of communicating: one-way and two-way



Active Listening

ACTIVITY 10

Review what you know about active listening and learn its importance in mentoring relationships



Active Listening...



- Is other-directed
- Tries to imagine the experience of the other by asking open ended questions
- Desires to understand by repeating content or “paraphrasing”

Encouraging

PURPOSE

- To convey interest

ACTION

- Don't agree or disagree
- Use neutral words
- Use varying voice tones

EXAMPLES

- “Tell me more.”
- “It seems like what you're doing is working.”



Summarizing

PURPOSE

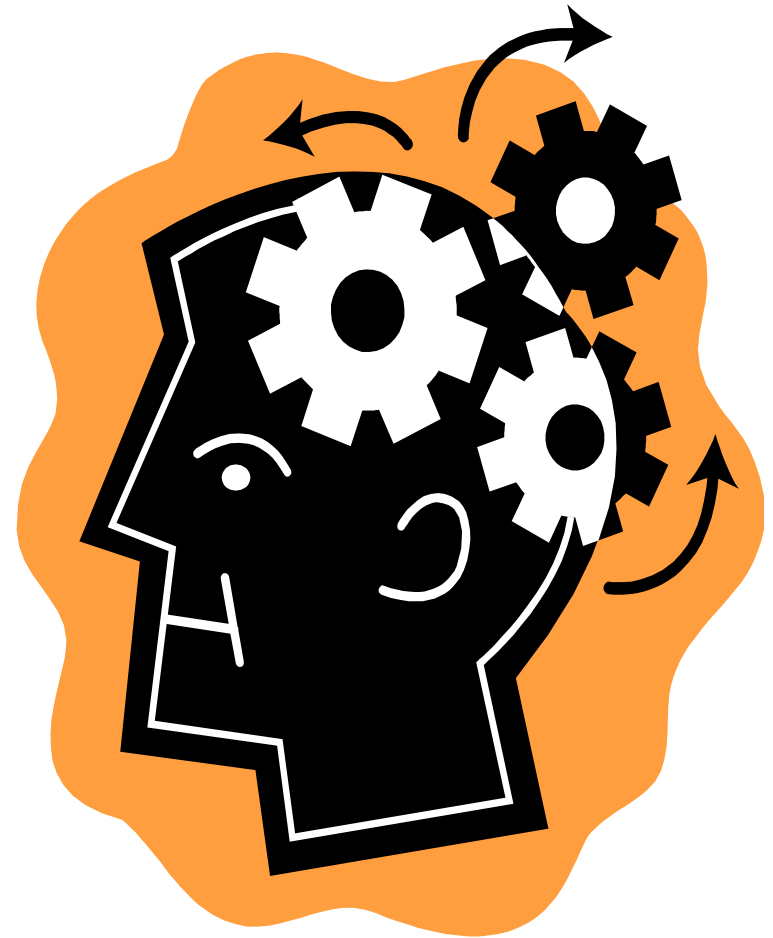
- To review progress
- To pull together what you heard

ACTION

- Restate major ideas, including feelings

EXAMPLES

- “This is what I heard you say...” “Tell me more.”



Validating

PURPOSE

To acknowledge the worthiness of the mentee

ACTION

Acknowledge their feelings and issues

EXAMPLE

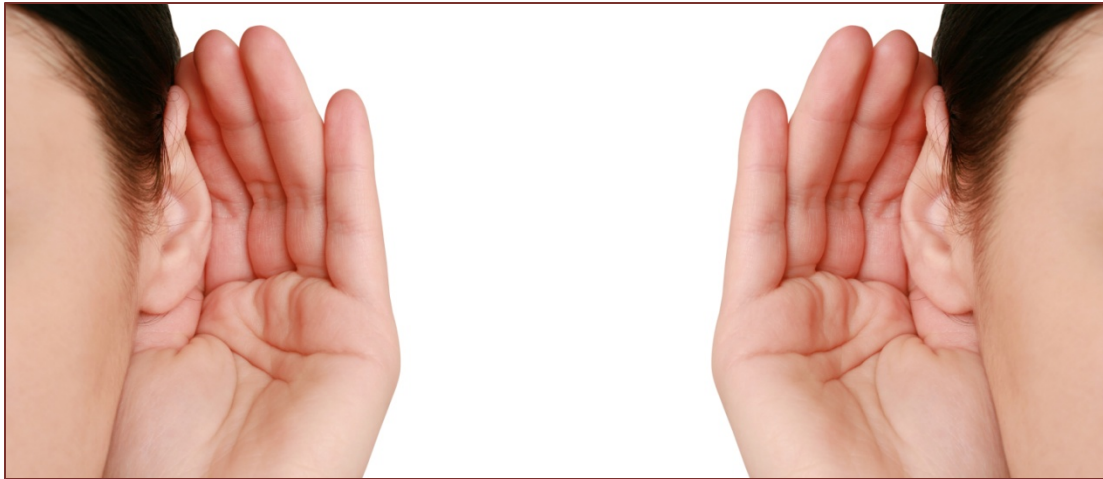
“I really believe we can resolve this problem.”



Practice Listening

ACTIVITY 11

Practice active listening skills



Why Should Mentors Listen?

So the mentee feels:

- valued
- appreciated
- respected
- understood
- comfortable

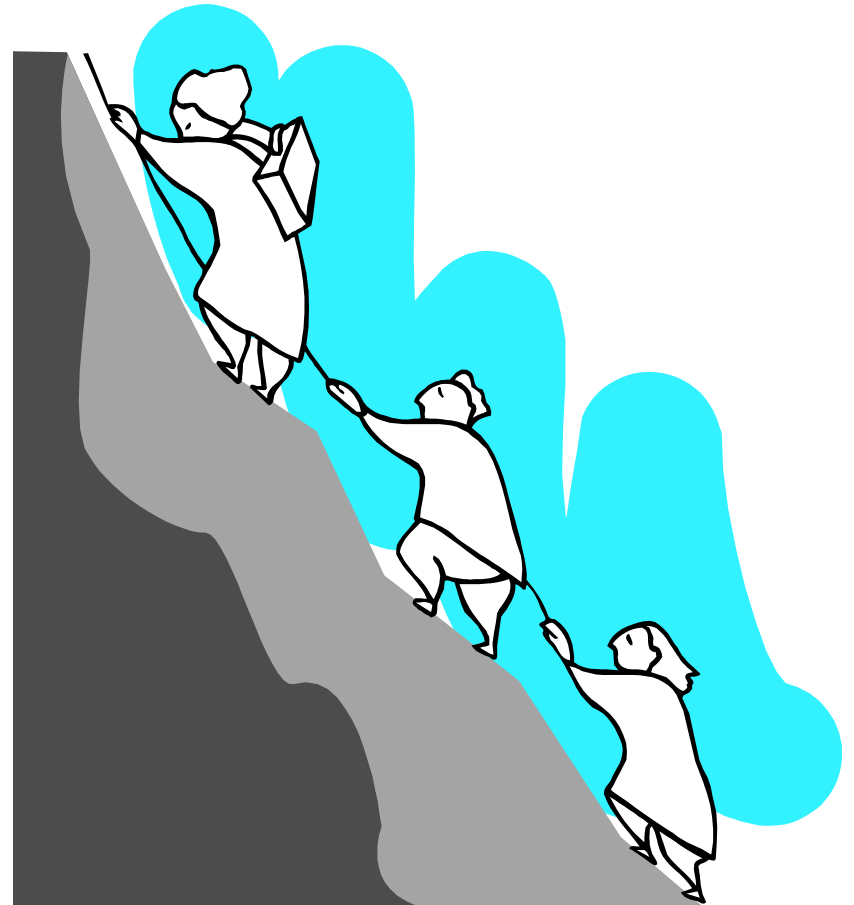
Listening is the most powerful way to say, “You are important.”



Challenges

ACTIVITY 12

Think about the challenges of starting a mentoring program



Potential Challenges to Starting Mentoring Programs

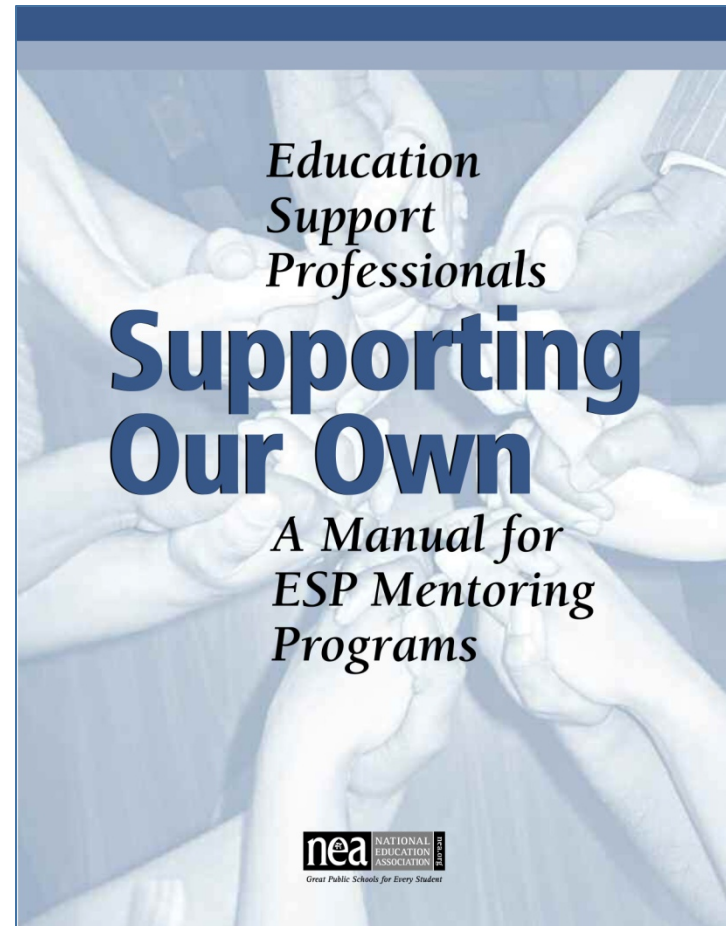
- School district resistance
- Mentor/mentee matching
- Time commitment
- Record keeping
- Added responsibility
- Contractual issues
- Training



Developing a Plan

ACTIVITY 13

Plan an on-site
mentoring
program



Moving Forward:

Write a Clear Strategy

Basic Questions:

1. What will the mentoring program look like?
2. Who will benefit from it?
3. How will it work?
4. Who will manage it?
5. What kind of a budget will it take?
6. How long should it last for each new employee?
7. What are the goals?
8. What are the expected outcomes?

Remember

A lot of people have gone
further than they thought
they could because
someone else thought they
could.

Checkout

CLOSING ACTIVITY

Review the objectives of the training and summarize what you learned



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