



Tools for your  
journey

# MentorMe

# MENTORING TOOLS

On the following pages, you will find tools and templates that you can use for your mentoring sessions. You don't need to follow any specific order—just get started! We hope you enjoy trying them and wish you a successful mentoring journey!

# Mentoring protocol & reflection

Mentoring sessions are a valuable time for you. Keep your goals and what you want to achieve in mind. After each session, write a brief summary and reflect on it.



## Protocol

Notes from my last session:

1. What was the topic of our session (questions, problems, etc.)?
2. What insights did I gain?
3. What steps can I take to get ahead?
4. What is my timeline for those steps?
5. What do I still need?
6. What would I like to discuss in our next session?

## Reflection

Reflection: These questions can help you further reflect on your last session:

- What did I feel during the session?
- What did I notice about myself?
- What did I notice in general?
- Do I feel any blockages regarding certain issues?
- What did I want to bring up but didn't dare to?
- Why did I not dare to?
- What went really well?

Space for

your thoughts

# Planning your next session

## My next session

What have I changed or achieved since the last session?

What insights have I gained since then?

## What is still open and to be done?

What challenges or obstacles am I still facing?

How can my mentor help me with this?

What questions do I have?

# Setting Priorities

Setting priorities is important for focus and to achieve your goals effectively. Here are 5 steps to help you set priorities better ↓

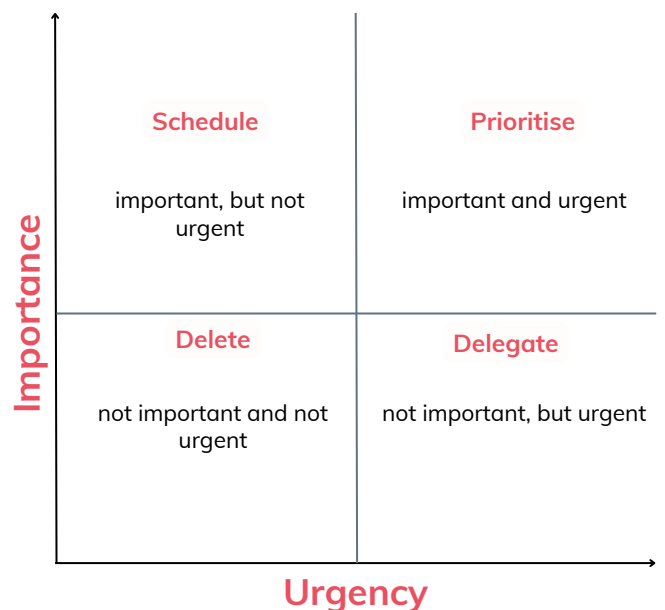
- **Define your goals clearly:** Identify your goals and determine what is truly important.
- **Assess urgency and importance:** Differentiate between urgent and important tasks to better set your priorities.
- **Write to-do lists:** Write down all tasks and organize them by their significance and urgency; delegate where possible.
- **Plan your time:** Manage your time carefully by setting realistic deadlines for each task.
- **Maintain flexibility:** Be ready to adjust your priorities as new situations arise.

On the next page, you'll find a blank Eisenhower Matrix for you to fill out.

## Eisenhower Matrix

💡 The Eisenhower Matrix is a useful tool for prioritizing tasks based on a combination of urgency and importance. Named after former U.S. President Dwight D. Eisenhower, who was known for his efficient work habits, this matrix helps you categorize tasks into different areas, sorting them into important and unimportant categories.

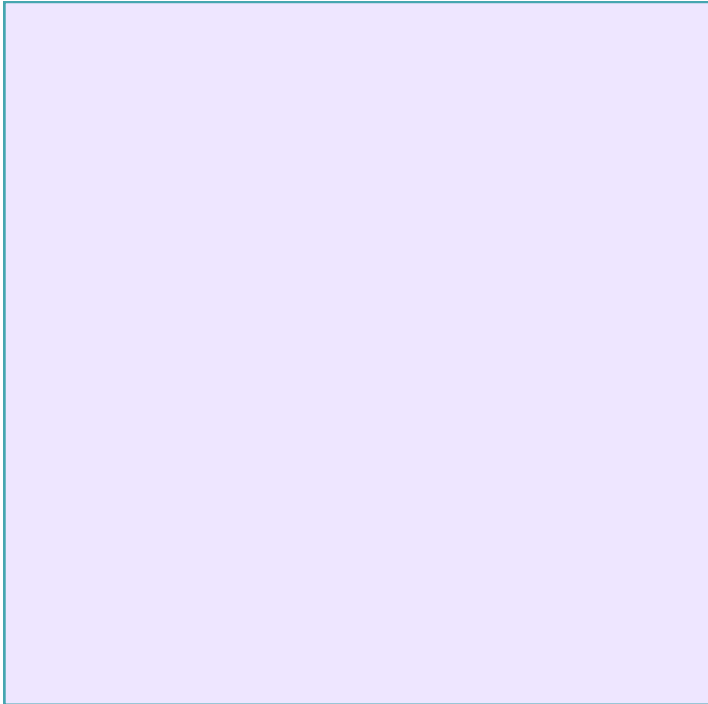
In stressful situations, it allows you to keep track easily and see at a glance where your priorities lie.



# Setting priorities

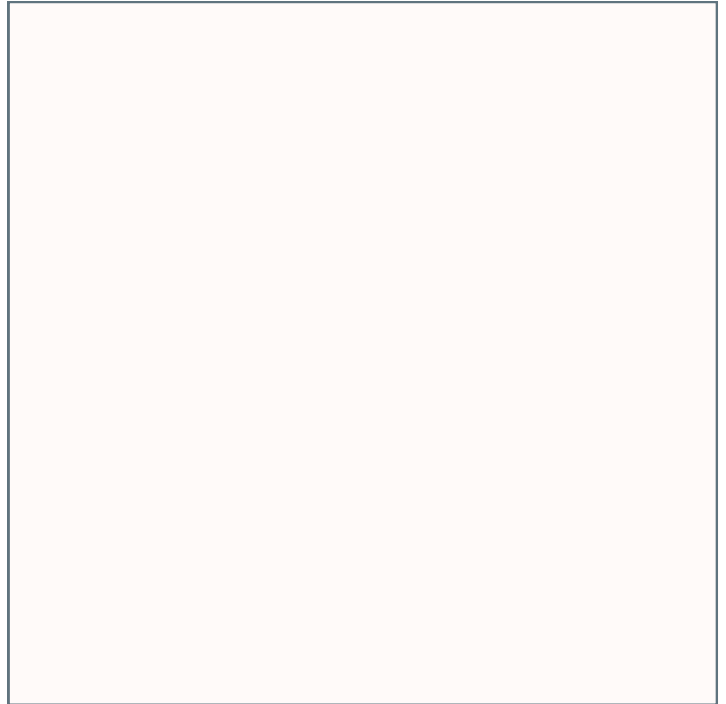
## using the Eisenhower Matrix

Important & not urgent



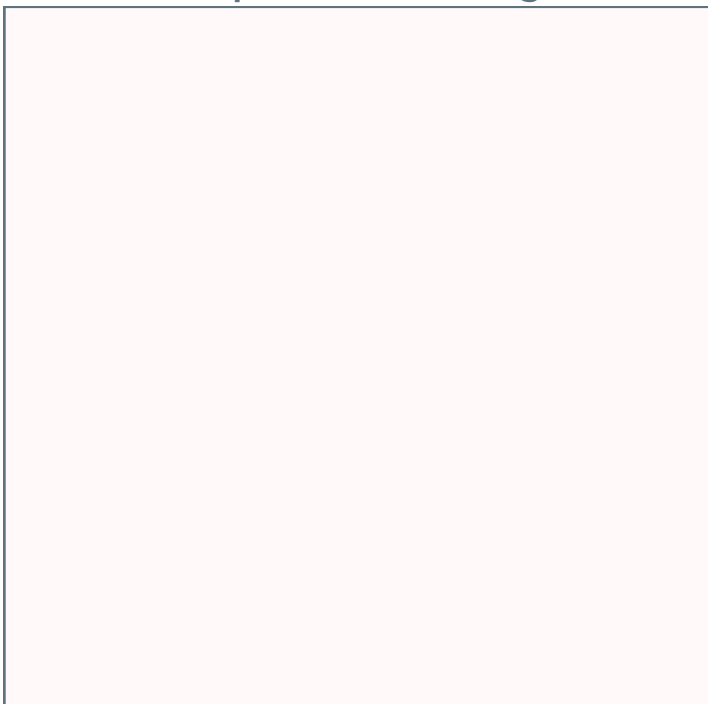
Schedule

Important & urgent



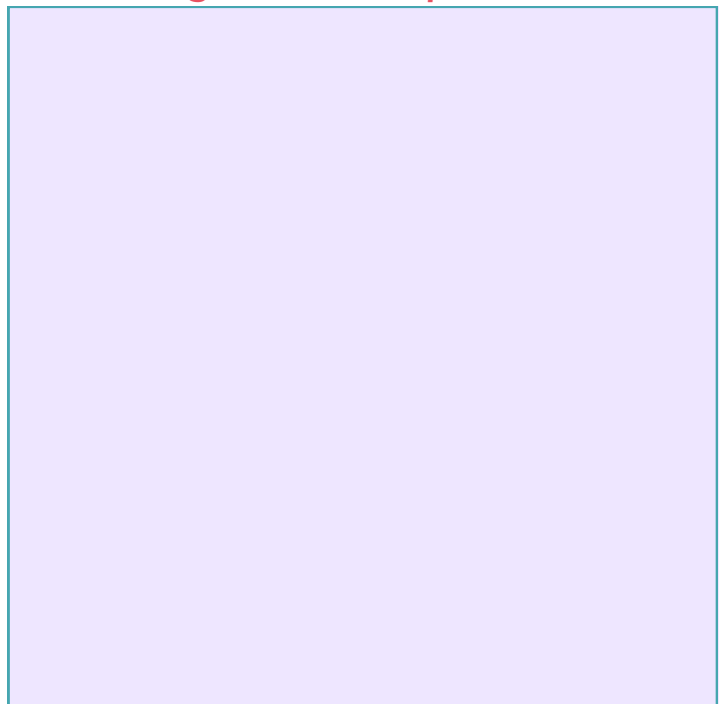
Do

Not important & not urgent



Delete

Urgent & not important



Delegate

# GROW Model



The GROW model is a simple yet powerful framework for structuring coaching and mentoring sessions. It stands for Goal, Reality, Options, and Will. This model helps mentees to set clear objectives, understand their current situation, explore possible strategies, and commit to specific actions.

## This is how it works

### Goal

Define what you want to achieve. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART).

Questions to ask:

- What do you want to achieve in this session?
- What is your long-term goal?
- How will you know you have achieved your goal?

### Reality check

Assess the current situation to understand where you are starting from. This involves exploring the context, challenges, and resources available.

Questions to ask:

- What is happening at the moment?
- What steps have you taken so far?
- What obstacles are you facing?

### Options

Generate a range of possible strategies to achieve the goal. This step encourages creative thinking and exploring different approaches.

Questions to ask:

- What could you do to move closer to your goal?
- What are the pros and cons of each option?
- What have you tried in the past, and what could you try differently?

### Will

Decide on a specific action plan. This step involves committing to concrete steps and setting timelines for implementation.

Questions to ask:

- What will you do next?
- When will you do it?
- What support do you need to ensure success?



## Example

Find an example on how to use the GROW model for your mentoring journey.



# GROW Model Example

By following the GROW model, mentees can create a structured and actionable plan to achieve their goals, while mentors can provide targeted guidance and support throughout the process.

## This is how

### Goal

**Mentee's goal:** I want to improve my public speaking skills to confidently present at our annual conference next year.

### Reality

**Current situation:** I feel nervous speaking in front of large groups, and I often forget my points. I've only presented in small team meetings.

**Challenges:** lack of experience, fear of public speaking, and need for a structured practice.

### Options

#### Possible strategies:

- Join a local toastmasters club to practice public speaking.
- Enroll in a public speaking workshop or course.
- Practice presenting in front of a small group of friends or colleagues.
- Record yourself giving a presentation and review the footage for improvement.

#### Pros and Cons:

- Toastmasters provides regular practice but requires a time commitment.
- A workshop offers intensive training but might be costly.
- Practicing with friends is free and supportive but might not simulate real pressure.
- Recording presentations helps with self-evaluation but lacks live audience feedback.
- 

#### Will

#### Action Plan:

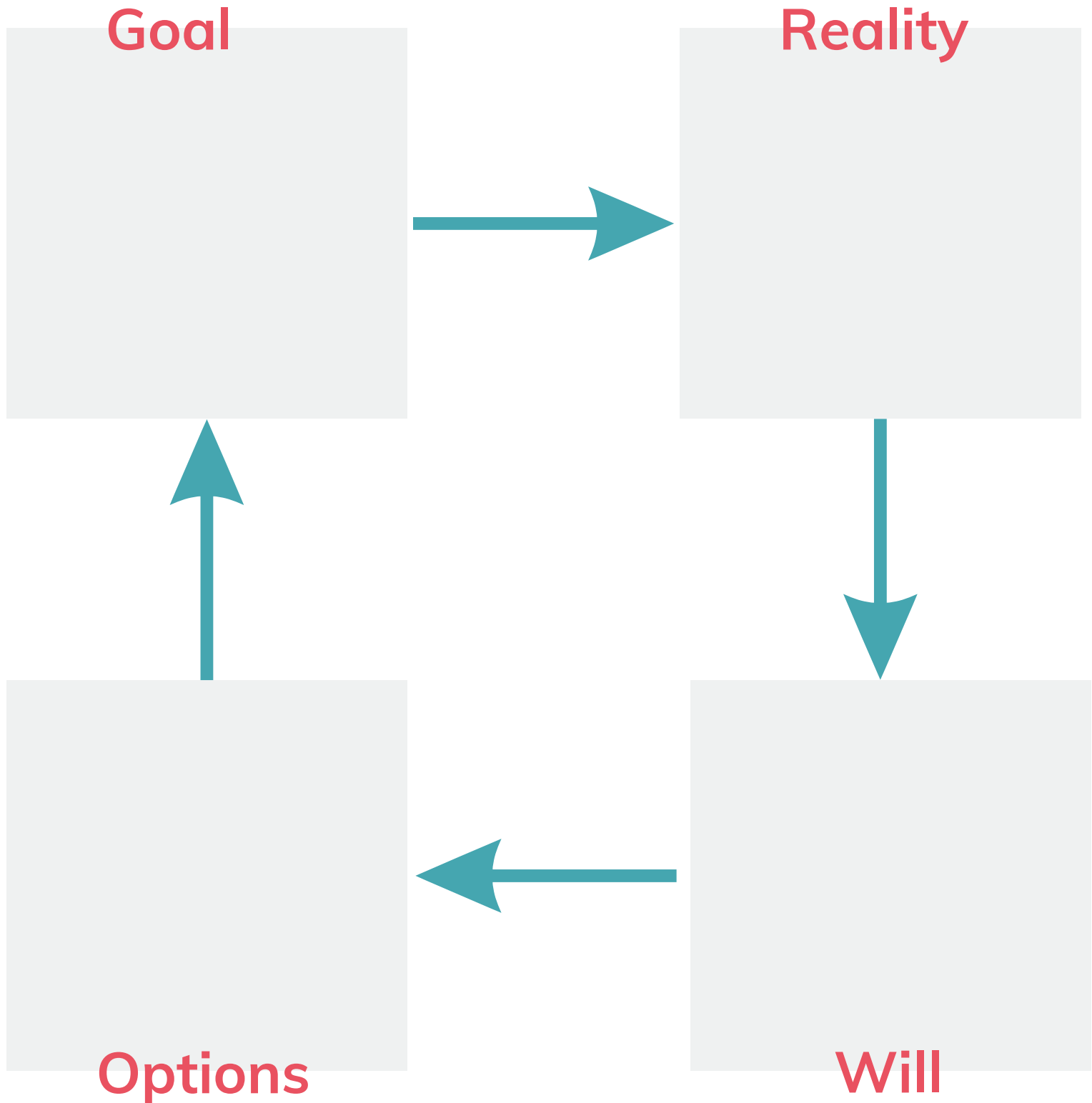
- Join a toastmasters club and attend weekly meetings.
- Schedule a practice presentation with friends once a month.
- Record a presentation once a week and review it to identify areas for improvement.

**Timeline:** Start attending toastmasters next week, schedule the first rehearsal with friends in two weeks, and begin recording presentations this weekend.

**Support needed:** Feedback from friends, guidance from other toastmasters' members, and your mentor for additional tips.

# GROW Model

Use this template to use the GROW model in your mentoring sessions.



# Tree of Strengths



The tree of strengths gives you a great overview of your personal achievements and resources. These include personal strengths, skills, experience, networks and financial resources—to name just a few.

It is an ideal tool for reflection and decision-making or to assess how you can best use these resources and strengths. You can use it on your own or when working with your mentor.

## How it works

- Draw a tree or use the template (see below).
- Write your resources in the roots: What gives you strength and energy? For example: people, activities, thoughts or environments.
- In the trunk, write your strengths and abilities.
- In the top of the tree, write your successes: What have you already achieved?
- Optional: Draw a sun. The sun represents your visions and goals.
- Now look at the overall picture. How do you feel? Is your tree already complete? Do you feel stronger?
- Think about how your resources, strengths and abilities interact with and support each other. You can also visualize these connections in the form of lines or connecting points.
- Identify possible bottlenecks: Pay attention to areas where your resources may not be sufficient and develop strategies to strengthen them.
- Find und entwickle Strategien, um diese zu stärken.



## Tips

- Focus on what is there, not on what you think is lacking.
- Identify your strengths with your mentor.
- You can repeat this exercise after a some time and compare your results.

# Tree of Strenghts

My successes

My strenghts and skillset

My energy resources



# Self- reflection

If we want to change something, it is worth reflecting on the past in order to reshape our future. Our tool reflection is ideal for taking stock and setting new goals!

## This is how it works

**Mentee:** Close your eyes and think about the experiences in your life that you particularly enjoyed.

**Mentor:** Write down all of the mentee's favorite experiences in the left-hand box. When the mentee has mentioned all the aspects that came to her mind and there are no more questions, the team focuses on the future.

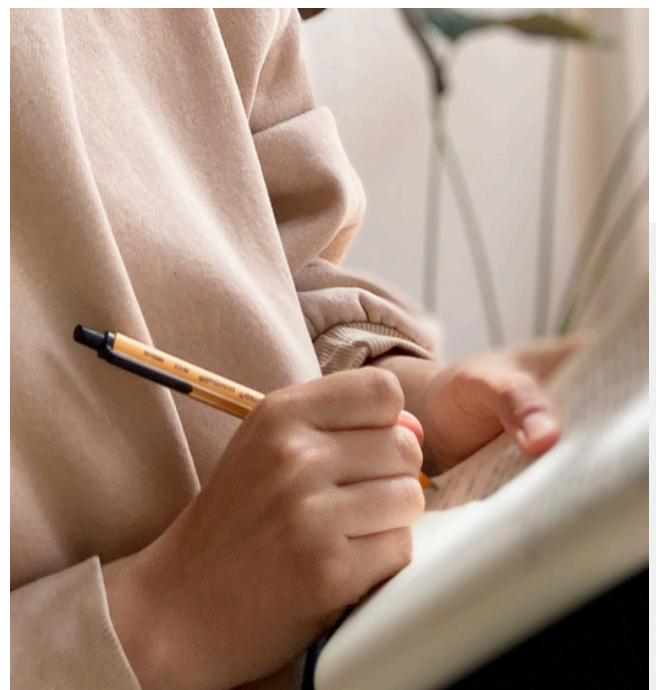
**Mentee:** Imagine your dream job and future as detailed as possible and describe your vision to your mentor.

**Mentor:** Write down the mentee's ideas in the box on the right. Try asking questions to guide the mentee through the visualization.

## Looking back, moving forward

Finally, try to recognize similarities from the past and future together: Write them down in the box in the middle. You will get a good idea about the mentee's strengths and potentials.

You can find a template for this tool on the next page.



# Reflection

Looking back,  
moving forward



1

Describe past experiences: at university, at work and in your private life that have been fun and fulfilling.

2

2. Imagine your work day in 10 years time. Describe your environment, your daily routines & tasks. Try to be as detailed as possible!



3

3. What are there similarities between the past and the future?



# SMART goals

Setting goals is extremely important, especially for mentoring. This is the only way you can observe and measure progress! A great tool for this is the very popular **SMART method**, as it provides five concrete criteria with which you can describe goals in a clear and trackable way. **SMART stands for: specific, measurable, attractive, realistic, and time-bound.**

## Specific

**What exactly is to be achieved? What specific characteristics does the goal to be achieved have?**

- Formulate clearly, concretely, and precisely.
- The goal should be formulated in a single, concise sentence. It's not about describing how the goal will be achieved, but what exactly should be achieved for the goal to be considered accomplished.
- Example: Instead of saying "I want a leadership position," it would be better to say, "I want a management position where I am responsible for a design team in a large corporation." The more specific you are, the clearer the steps you need to take.

## Measurable

**What indicators will be used to determine, if the goal has been achieved?**

- Your goal must be measurable.
- If this is not possible, use substitute sizes or alternative methods. For this SMART criterion, the principle is: What cannot be measured, cannot be achieved. Therefore, it is important to incorporate measurable parameters into the goal to always be able to check whether the path leads to the goal and whether the goal may have already been achieved.

Example: Measure your progress by the number of applications submitted for management positions or the number of invitations to interviews. Analyze which applications were successful and which were not. Celebrate your successes!



# SMART goals

## Attractive

Is the goal attractive? Is the goal appropriate? Does the goal motivate you?

- Use positive wording.
- An attractive goal helps you with implementation because the more attractive the goal, the higher your motivation.
- Does the goal align with your ideas and values?
- Consider why it is so relevant to you. What does such a position give you? Status? Money? More freedom and power?

## Realistic

Is the goal achievable within the specified time frame and the given resources?

- Your goal must be realistic. If it is not, you may lose motivation.
- Your goal may be challenging but must be achievable. It should not overwhelm you.

## Time-bound

By what time should the goal be achieved? Are there interim deadlines for possible interim steps?

- Your goal needs a specific time frame (deadline).
- You can also use deadlines to measure your goal.
- A deadline also helps you prioritize. Example: I give myself six months to find a job.

## Examples

- I will write a 350-page book within a year by writing one page each day.
- Alongside my current job, I will write two applications each week to find a new position in marketing within 6 months.
- By December, I will lead 4 mentoring sessions to further develop my leadership skills.
- Within 6 months, I will complete further training in xxx to work in the xxx department.
- By xxx, I will share 2 posts on LinkedIn every week to increase my number of followers to xxx.

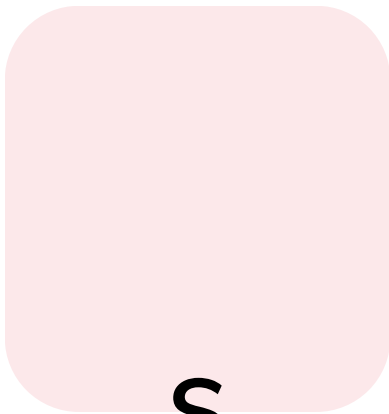
# SMART goals

Here you can enter your own goals and analyze them using the SMART method. Briefly describe your goal and then fill in the individual fields. Now form a short, concise sentence from your thoughts that describes your goal.

Goal:

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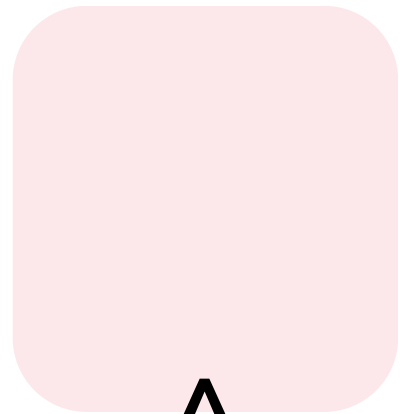
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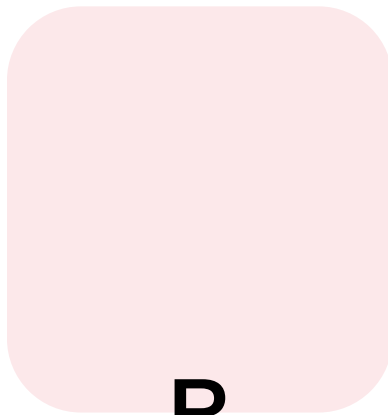
**S**



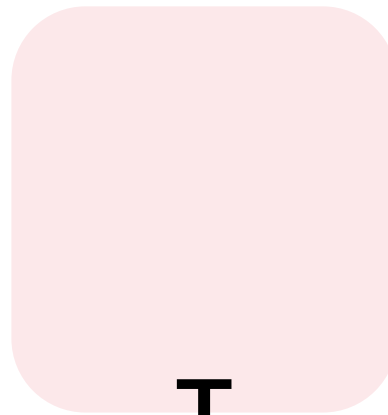
**M**



**A**

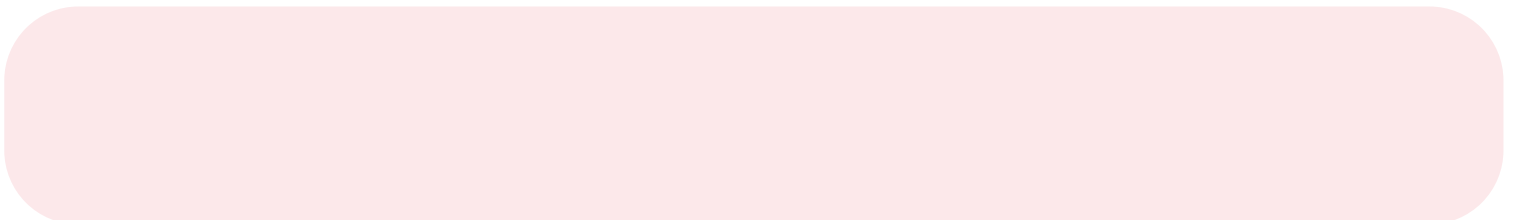


**R**



**T**

Short, concise sentence about your goal:



# SWOT analysis

The SWOT analysis is a strategic planning tool originally from the business context. The acronym SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. Through the SWOT analysis, you analyze your strengths and weaknesses as well as the opportunities and threats in your environment. It is recommended for the 2nd or 3rd mentoring session since the analysis is completed jointly by the mentee and mentor, who should already know each other by then.



**This is what a SWOT-Analysis looks like:**

## Strengths

- Skills and Talents: What are the mentee's main skills and talents?
- Achievements: What past achievements can be highlighted?
- Resources: What resources (personal or external) can the mentee rely on?

## Weaknesses

- Areas for Improvement: Where does the mentee need to improve?
- Challenges: What internal challenges does the mentee face?
- Limitations: Are there any limitations that may hinder progress?

## Opportunities

- Career Prospects: What opportunities are available in the mentee's career path?
- Networking: Are there networking opportunities that can be utilized?
- Industry trends: Are there trends in the industry that the mentee can take advantage of?

## Threats

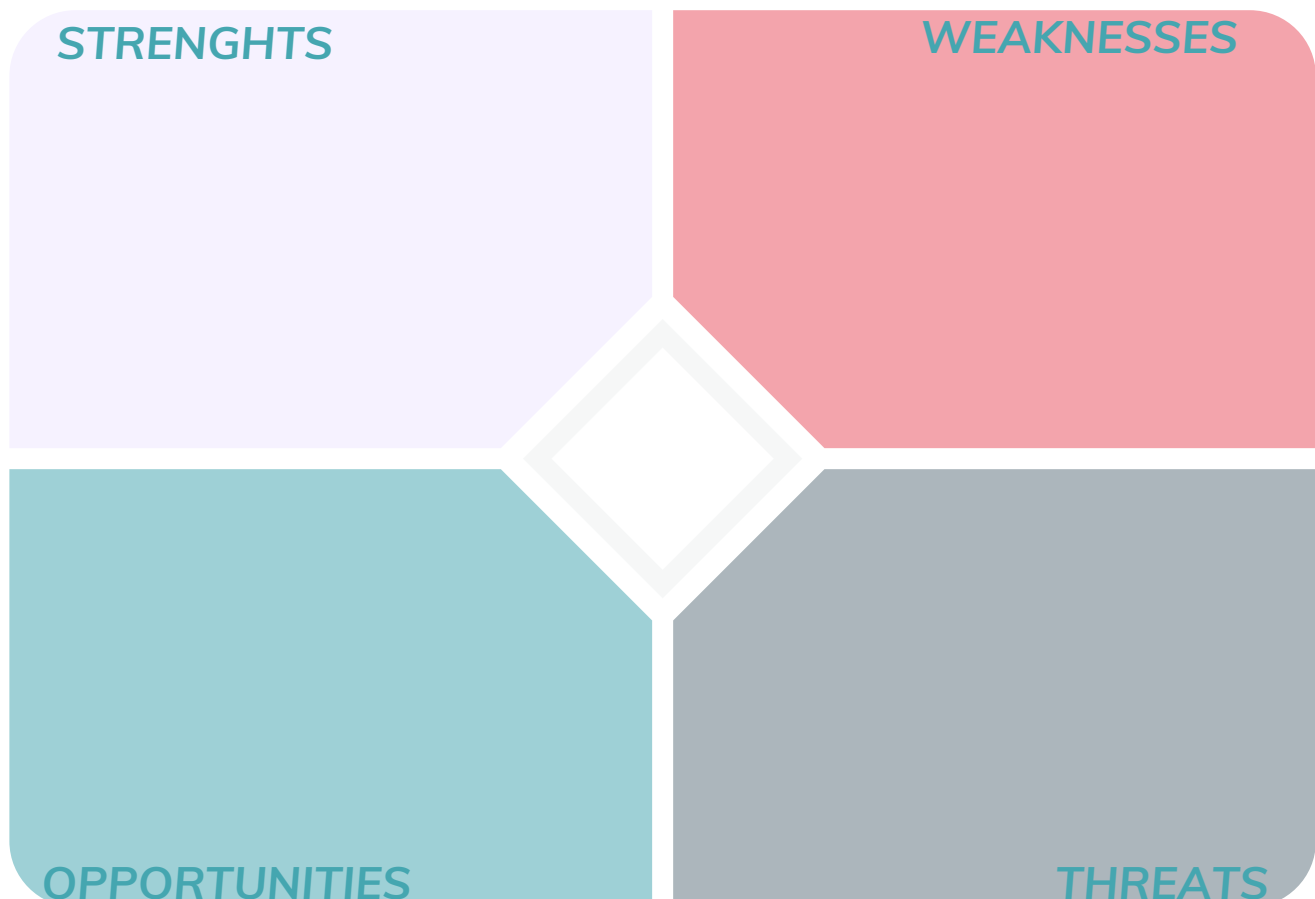
- Competition: What external competition does the mentee face?
- Market risks: Are there any risks in the market or industry?
- Personal challenges: What personal challenges might interfere with the mentee's progress?

# SWOT analysis

## Steps to Conduct SWOT analysis in Mentoring

1. Joint brainstorming: Begin with a brainstorming session to list strengths, weaknesses, opportunities, and threats. Both the mentee and mentor should contribute.
2. Detailed analysis: Discuss each point in detail to understand its impact and relevance.
3. Strategic planning: Develop a strategy that leverages strengths and opportunities to overcome weaknesses and threats.
4. Action plan: Break down the strategy into actionable steps that the mentee can follow.
5. Regular reviews: Schedule follow-up sessions to review progress, adjust strategies, and celebrate successes.

By following these steps, the mentee can gain a comprehensive understanding of her/his/their position and create a clear, strategic plan for further personal and professional development.



# End of year reflection

Here's how it goes: Write everything down! These questions are just examples, and you can certainly add your own. It's up to you whether you want to share your reflections with your mentor.

**What was the original goal of your mentoring?**

**What was your biggest milestone during the mentoring?**

**What was your greatest challenge? How did you overcome it?**

**What new insights have you gained?**



# End of year reflection

What were you able to change through the mentoring?

What did you discover about yourself that you weren't aware of before?

How will these new insights influence your life from now on?

## The Big 3 – Your Summary:

What challenges or obstacles am I still facing?

How can my mentor help me with these?

What questions are still unanswered?



# Books & Podcasts on Mentoring

## "The Mentoring Manual: Your Step-by-Step Guide to Being a Better Mentor" by Julie Starr

- This book provides practical advice and techniques for mentoring, helping both mentors and mentees make the most of their relationship

## "Mentor: The Kid & the CEO" by Tom Pace and Walter Jenkins

- A compelling story about the relationship between a CEO and a young man, offering valuable lessons on leadership and personal development.

## "Dare to Lead: Brave Work. Tough Conversations. Whole Hearts." by Brené Brown

- While not exclusively about mentoring, this book provides insights into leadership and vulnerability, which are crucial aspects of effective mentoring.

## "The Elements of Mentoring" by W. Brad Johnson and Charles R. Ridley

- A concise and practical guide that outlines essential mentoring behaviors and practices.

## "Mentoring 101: What Every Leader Needs to Know" by John C. Maxwell

- Maxwell's book offers a straightforward approach to mentoring, emphasizing its importance in leadership.

## "Power Mentoring: How Successful Mentors and Protégés Get the Most Out of Their Relationships" by Ellen A. Ensher and Susan E. Murphy

- This book explores types of mentoring relationships and offers strategies for making these relationships successful.



## "The Mentor's Guide: Facilitating Effective Learning Relationships" by Lois J. Zachary

- A comprehensive resource that provides tools and strategies for mentors to create effective learning environments.

## "Coaching and Mentoring: Practical Techniques for Developing Learning and Performance" by Eric Parsloe and Melville Leedham

- This book blends the concepts of coaching and mentoring, offering techniques for enhancing learning and performance.

## "Managers as Mentors: Building Partnerships for Learning" by Chip R. Bell and Marshall Goldsmith

- This guide helps managers develop effective mentoring relationships within their organizations.

## "Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity" by Kim Scott

- This book provides insights into giving feedback and building relationships, essential components of mentoring.

## PODCASTS

"Power of Mentoring" by Celebrate Organizations  
 "Die Macht des Mentorings: wie es Lebensläufe verändert" by The Paths of Purpose  
 "Mentoring – was es uns bringt" by whatidoinspiresyou  
 "Erfolgreiches Mentoring für Frauen" by Digitale Vorreiter:innen

