



Alpha Chi Omega Overview by Diverse Talent Strategies

What is mentoring?

- Mentoring is **knowledge transfer**. It's an opportunity for the more experienced individual to transfer that experience or knowledge to another.
- **Mentoring is different than professional coaching**. Coaching is generally a nondirective activity; the focus is on asking questions to help the coachee solve their own problems and identify their next steps.

Structure of one-on-one mentoring engagements

- You can participate as both a mentor and mentee
- The typical mentoring engagement includes three, 60-minute mentoring sessions
- Mentors are expected to provide a minimum of 12 hours of mentoring annually (1 hour/month)

Options for conducting meetings

- While most meetings will be held virtually (via Skype or over the phone), mentors and mentees are encouraged to meet in person if geographically possible.

Defining your area(s) of expertise as a mentor

- The Matching Process is based on competency – the mentee should choose whom she wishes to connect with based on the goals she aspires to achieve, as well as the competency she is working on.
- That said, what are your competencies as an Alpha Chi Omega mentor? What areas have you had the GREATEST SUCCESS in?

Core competencies of mentoring

- Have the desire to help.
- Be motivated to continue developing and growing.
- Have confidence and an assured manner.
- Ask the right questions.
- Listen actively.
- Provide feedback.

Common pitfalls that could derail the mentoring relationship

- Being unclear on your role
- Not giving enough time to the mentoring process
- Not keeping commitments or meeting times

For mentors, be sure to watch out for the following:

- Modeling the relationship after a previous mentoring relationships and not seeking to understand what the mentee's goals are for the relationship.
- Lacking confidence

For mentees, be sure to watch out for the following:

- Not feeling comfortable opening up and being vulnerable
- Not driving or taking the lead for the program

An outline to help determine topics for your three mentoring conversations

During the 1st meeting, we encourage you to:

- Make introductions and get to know each other, share strengths and backgrounds
- Understand the mentee's greatest opportunity or present goal.
- Share relevant experience and look for connection points
- Set action items for your next meeting

During the 2nd meeting, we encourage you to:

- Check in on progress toward action items. Accountability is key!
- Share relevant experience and perspective you've gained along the way.
- Set action items for final meeting

During the 3rd meeting, we encourage you to:

- Review what was learned and what progress was made through your meetings
- Discuss next steps and additional resources that you would recommend to the mentee

We encourage you to stay connected to both your mentees and mentors after this experience.