



Mentoring an Experienced Member - Duty of Care

District 61 believes in a mentorship approach that is based on an experienced person (mentor) working with a less experienced person (mentee) as peers – including mutual respect. Our objective is to provide an environment where members learn directly from each other and develop stronger relationships with each other. In each case, the member is learning – the mentee is learning a skill, while the mentor is demonstrating and learning through leadership. Members will get much more out of Toastmasters in an environment where they can achieve their specific goals with the help of others and have strong inter-personal bonds.



In mentoring an experienced member, you have the opportunity to help the member with any skill you can provide, whether it is to help that member through a frustrating barrier, teach a new skill, or help that person make an existing skill stronger. It doesn't have to be speech related. It could be leadership related.

Being a mentor is also an opportunity for you, the mentor to demonstrate and learn new leadership skills as well as evolve your relationship with the mentee. Mentorship can provide you with a new outlook on experiences that you have had and also provide a reflection of how other people see you. It can develop into friendships and networking...perhaps driving future opportunities.

Keep in mind that the mentee should do much of the work, the mentors job is to listen, provide feedback, and nudges in the right direction. Mentoring an experienced member should have a timeframe associated, but ultimately success is achieved when both parties and the Mentee's club Vice President of Education are convinced that the mentee has achieved the agreed upon objective.

The Role of a Mentor

- Build Focused Personal Rapport with the Mentee
 - There isn't any point in continuing if you don't respect the mentee and their objective
- Discuss the mentee's objective and expectations
 - Do you have experience and can you relate with what the mentee is trying to achieve?
 - How would you help? Are you willing to commit to working through this with the mentee?
- Discuss your suggestion on how to achieve that objective and the steps that are needed to achieve it
 - Ask questions to ensure agreement on the approach
- Discuss the effort and commitment needed to meet the goals.
- Assist the mentee by directing them to resources to help
- Monitor, Assess, and provide feedback on the mentee's performance and progress towards their objective

The Qualities of a Mentor

As a mentor you are expected to do your best to adhere to the following qualities:

- **Available**
 - You must have time to spend with a member to help with speeches and questions
- **Patient**
 - You should be willing to provide whatever degree of patience it takes to help the mentee.
- **Sensitive**
 - Tact and diplomacy are vital. Always be careful to say and do things that will motivate and encourage the mentee. Be loyal and take care not to betray mentee's confidences.
- **Respectful**
 - A mentor respects the differences between himself, the mentee, and others.
- **Flexible**
 - You must accept that mentees may make decisions with which you may not agree.
- **Confident**
 - You need to be self-assured and friendly and be confident that you can help
- **A good listener**
 - A mentor must listen carefully. You can enable the mentee to articulate the problem and sort things out.
- **Concerned about others**
 - You must care about other people and truly want to help them.

Mentoring Steps

While it is up to you and your mentee how you would like to structure your meetings and their frequency, we suggest looking at the mentoring in several stages:

1st Stage – “Understand the Objective” - Initial Meeting

- Have the mentee explain the objective and ensure clarity between the two of you about it – ask questions
- Discuss your experience with respect to the objective
- Outline how you think you can help
- Suggest stages or steps to achieve the objective
- Discuss the commitment required to achieve these steps or stages and ensure that both of you are committed to the objective
- Call the mentee a couple days later to ensure clarity and commitment

2st Stage – “Getting in Action” –From initial meeting until first event

- Review the plan and discuss progress
- Discuss the next speech or event and its scheduling
- Outline next steps

3rd Stage– “Developing” – after the 1st Event/Speech

- Provide feedback and discuss the event or speech
- Evaluate progress towards objective; If achieved, complete evaluation of mentor
- If not achieved, discuss whether to continue. Are both of you committed?
- Discuss preparing & scheduling for next event or speech

Please provide any feedback to the [District Chair of Mentorship](#) and/or the [LGET](#).