

Group Mentoring:
**Key Mentor
Guide**

Contents

Group Mentoring for Key Group Mentors



Click on the chapter titles to go straight to them!

- [Your Role as Key Group Mentor](#)
- [Example Calendar for Month 1](#)
- Resources
 - [Engagement Guidelines](#)
 - [Self-Introduction template](#)
 - [Suggested Summaries](#)
 - [Weekly Questions](#)
 - [Session Guide](#)
- [Mentorloop Features](#)
 - Scheduling Meetings
 - Connect your calendar & video conferencing
 - How to use and share Notes
 - Share your experience and feedback



Key Group Mentor

Your Role:

As key group mentor, your role is to cultivate engagement by sharing questions, prompts, resources and arranging group sessions for your mentees.

You're the facilitator, but mentees should drive the majority of the discussions and content.

The key is to establish rhythm, rituals and be organised. The rest will take care of itself!



Key Group Mentor

So, what does this look like in practice?

- 1** **Share a question once per week.** This might be relative to your groups purpose, or to cultivate better report amongst the group. Find some examples [here](#)
- 2** **Summaries.** Help remind people of what they're missing, and inspire them to get involved! This also helps you stay on top of what's going on in the group and efficiently reflect with the group over time. [Use our template!](#)
- 3** **Encourage participation.** Encourage mentees to drive discussion and participate. [Use the Self Introduction Template](#) when you start the group, and for any new joiners. Nominate specific mentees to identify challenges they're facing – calling on individuals and delegating is a great way to encourage mentee's to take responsibility.
- 4** **Schedule Group Sessions every 2-3 months.** Use this time to discuss challenging situations or develop skill sets you've identified through asking your weekly questions. Use our [session guides](#) to execute these.

Otherwise, you might simply use this time to connect by selecting one person to present on a topic that is interesting them at the moment, or share something about themselves that the group doesn't know.
- 5** **Submit feedback via your dashboard MQS Survey.** It's important that both you and mentees give feedback on the group every 60 days. This let's the Program Coordinator know how the group is going, and will provide you with invaluable insight to the mentee experience.

Month 1 Group Loop Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Share timeframe, expectations & Engagement Guidelines with group</p>	<p>Everyone to complete the self-introduction template by the end of the week</p>			<p>Schedule your first Group meeting (<i>for the end of the month</i>)</p>
<p>Post a Question! Use the examples provided for inspiration.</p>			<p>Remind Your members to add the scheduled Group session to their calendars</p>	
<p>Post a Summary! Use the template provided for inspiration.</p>		<p>Nominate 1 group member to share a challenge they're facing, to discuss next week</p>		
	<p>Remind The nominated mentee to share their challenge ahead of Friday's session</p>			<p>First Group Session! Encourage mentees to share. Ask questions and share your insights</p>

Resources

Engagement Guidelines

Providing your group with Engagement Guidelines can help foster positive interactions, maintain respect, and ensure productive discussions. Here's some suggested guidelines to get your started.



When: Commencement of Group



Tool Tip: Add this to a Shared note after posting so it's easy for new group members to find.

Respectful Communication & Confidentiality:

- Listen actively to others without interrupting, and be open to different viewpoints.
- Be mindful of cultural sensitivities and diversity; foster an inclusive environment where everyone feels welcome.

Commitment & Participation:

- Commitment to engage in discussions and attend scheduled meetings.
- Contribute meaningfully by sharing insights, asking questions, and providing helpful information.
- Encourage and support fellow members; celebrate achievements and contributions.

Continuous Learning:

- Whilst discussions will be relevant to the group's purpose, adjacent topics or complimentary skills are also encouraged! These enhance problem solving abilities, broaden expertise and provide complementary knowledge.

Self Introduction Template

When a mentee joins your group, it's important to make them feel welcome and introduce them to the community! Who better to do this than the mentee themselves, so share this template, ask all mentees and future new joiners to post their responses to the Group.



When: Anyone joins the group

Your preferred name: Hello, my name is...

Your preferred Pronouns: She/Her, He/Him, They/Them

Role/Occupation: My current role is...

Reason for Joining: I joined this group because...

Personal Interests: Outside of work, I enjoy

Summaries

Help remind people of what they're missing, and inspire them to get involved! This also helps you stay on top of what's going on in the group. Try using the below format.



When: Fortnightly or Monthly



Tool Tip: Use a shared Note to consolidate your summaries!

This week **[Name]** shared a challenge with the group **[add challenge]**

Some solutions suggested by the group were:

- **[List solutions]**

[Name] joined the group, and is **[insert role]**, interested in **[reason for joining]**. If you have experience in this area, please be sure to reach out!

Questions and Discussion Prompts

Part of your role is generating discussion amongst your group of mentees. Asking thought provoking questions, will help mentees reflect on their own experiences and deepen their understanding of their own challenges and goals. Remember to lead with How, When, Why...



When: Weekly

Generate discussion:

- What are you finding challenging in your role?
- What have you enjoyed?
- What does success look like to you in obtaining this skill set? What would this help you achieve?
- What do you consider your strengths and weaknesses?
- What methods do you use when dealing with difficult situations?
- If you could learn any new professional skill (it doesn't have to be related to your current role or industry), what would it be?

Follow up or dive deeper:


- Why is achieving that important to you or your career?
- How does that align with your values or goals?
- What specific events have happened in your career where this would have been a good skill set?
- How could things have gone differently for you, if you had this skillset?

Gain feedback as Key Group Mentor:

- How can I ensure that I am providing effective guidance?
- What methods can I use to ensure that our conversations are productive?
- How can I make sure that my advice is helpful?

Session Guide: Situation

Have each participant bring a situations they could have handled better, or a current challenge they're facing related to your Groups topic/purpose. Mentors should also come prepared with a situation that directly relates to your Groups mentoring objectives/goals. You may repeat this session (giving everyone an opportunity to share a challenge) depending on group size. Use the below session guide to dive deep into one of the challenges.

 **Tool Tip:** Use a shared Note to document the session

 **When:** We suggest running sessions every 2 - 3 months.

 **Session Time:** 1 hour

**Situation
Description**
10 mins

Describe the current situation or challenge you'd like to explore.

**Situation
Exploration**
15 mins

Ask probing questions to better understand the context.

**Discussion &
Analysis**
15 mins

Collaborate on analyzing the situation, and considering potential solutions, and/or strategies for handling it. What could have been done differently?

Action Plan
10 mins


Identify specific actions and steps to address similar situations in future.


**Feedback &
Closing**
10 mins

Summarize any key points and action items from the session.

Session Guide: Skill Building

Select a key skill relevant to the Groups topic/purpose. You might notice a similar challenge surfacing in group discussion, and identify a hard or soft skill that would help overcome that challenge. This session will focus on identifying how to improve the skill and opportunities to practice the skill.

 **Tool Tip:** Use a shared Note to document the session

 **When:** We suggest running sessions every 2 - 3 months.

 **Session Time:** 1 hour

Identify the Skill
10 mins

Identify the skill or competency to be developed and why. Why is it important? How might it help your career / goals?

Explore Skill-Building Options
20 mins

Provide instruction, guidance, and resources to help mentees develop the targeted skill. Offer examples and exercises for practice. Explore external options for learning. Ask mentees to identify 1 opportunity where they can practice or develop this skill in their current environment.

Practice & Feedback
15 mins

If applicable, encourage you mentees to practice the skill during the session and provide constructive feedback and suggestions for improvement.

This is likely more relevant to soft skills than hard skills. Feel free to skip this step.

Action Plan
10 mins

Using the Mentees input from the Exploration phase, collaborate on an action plan to continue building the skill outside of the session.

Feedback & Closing
5 mins

Summarize any key points and action items from the session.

Leveraging Mentorloop Features

A recap of the key features you can use to streamline your Group Mentoring.

Schedule your [recurring meetings via Mentorloop](#).

Remember to add the topic and an agenda!

Use [Notes](#) to consolidate and collaborate

Use Notes to share and collaborate in your group sessions, or to keep your fortnightly summaries in one place.

How to [connect your preferred Calendar](#)

Important for seamless scheduling

How to integrate your preferred video conferencing (Teams, Zoom)

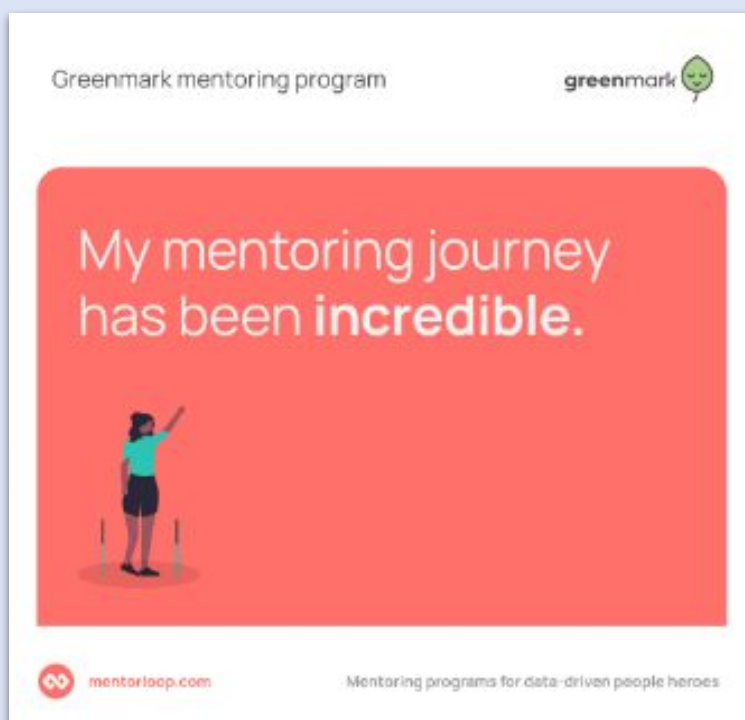
Launch your sessions with ease, by connecting [Teams](#) or [Zoom](#).



Share feedback

Share your experience with your peers!

1. Respond to your post meeting surveys, and let us know how the session went.
2. Respond to the Mentoring Quality Surveys on your dashboard
3. Share your accomplishments on LinkedIn
4. Share any questions or learnings you might have in your Key Mentor Group Chat.



[Have any questions? Reach out to your Program Coordinator via your 1:1 Loop](#)