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20 great ideas for work mentoring activities [infographic]

by [Melany Gallant](#) | Posted March 26th, 2013 | [Learning](#)

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So you've been asked to be a mentor for someone – that's great! Maybe it's an employee who's approached you as part of an employee mentoring program in your organization or someone from outside who's been referred to you for professional mentoring.

Career mentoring is a terrific way to support the growth, development and [career progression](#) of another, share your knowledge, skills and experience, and even extend your own network.

It can also [help support](#) your organization's formal training and development programs with the goal to help your organization build a high-performing workforce and establish its talent as a competitive advantage.

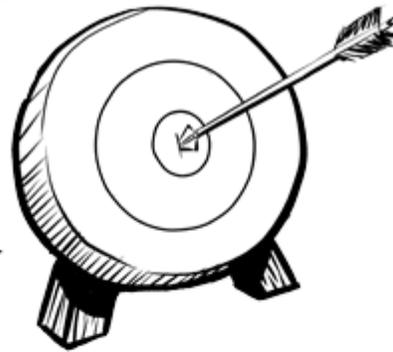
But what exactly do you do as a career mentor? Here's a list of some suggested training and mentoring activities that you and your mentee can use as inspiration:

20

GREAT IDEAS FOR WORK MENTORING ACTIVITIES

1 IDENTIFY GOALS

Identify your professional mentoring goals for this relationship. What will be the outcome?



2 CREATE A MENTORING ACTION PLAN

Review possible career mentoring activities with your mentee and choose a few of them to do. Then create a mentoring action plan to capture your selections.



3 ADDRESS MENTEE CHALLENGES

Spend time discussing how your mentee dealt with a challenging situation. What was the outcome? If needed, brainstorm alternate ways to overcome that challenge.

4 ROLE PLAY

Role play how to address a challenging situation to practice skills. E.g. an upcoming interaction that the mentee is unsure about or would like guidance for.



5 JOB SHADOW

Invite your mentee to sit in on a meeting of yours that will give



them an opportunity to learn or network. Debrief afterwards.

6 PROVIDE NETWORKING OPPORTUNITIES

Introduce your mentee to one of your contacts who could prove to be a valuable professional network contact for them.



7 PROVIDE ORAL FEEDBACK

Observe your mentee in a meeting or presentation and give her feedback on her performance.

8 PROVIDE WRITTEN FEEDBACK

Review and provide feedback on a presentation, report or document your mentee has prepared.



9 READ UP

Read a new business/professional book or article and discuss your thoughts about it (if reading a book you might want to read and discuss one chapter at a time).

10 SHARE CAREER HISTORY

Invite your mentee to share the "story of his career", explaining how he got to where he is today. Share yours.

11 REVIEW YOUR CVs

Exchange, review and discuss each other's resumes. How are key achievements represented? Are there differences in how you each "sell yourself"?



12 SUGGEST OTHER READING

Suggest books, articles and blogs or other resources for your mentee to read.



13 TEAM UP & NETWORK TOGETHER

Attend a local industry or professional networking or educational event together. Debrief afterwards.

14 CREATE A VISION STATEMENT

Ask your mentee to create a vision statement that captures where he wants to be in five years and what he wants to be known for, then review and discuss together.

15 BE A COACH - FOCUS ON STRENGTHS

Discuss your mentee's strengths, ways he can further develop these skills, and potential problems that can result from over-reliance on them.



16 REGULARLY REVIEW GOALS

Regularly review and discuss progress on your mentee's career development goals.

17 DISCUSS INTERPERSONAL SKILLS

Talk about the types of people your mentee finds most difficult to work with, and strategies for more effective interactions with them. Talk about the types of people your mentee most enjoys working with and review why.



18 BE A COACH - TARGET WEAKNESSES

Discuss your mentee's weaknesses, ways she can strengthen her skills in these areas, and the potential advantages they can offer.

19 CONSIDER VOLUNTEER WORK

Identify a volunteer or community based group activity where your mentee can practice desired skills, then debrief on the experience.

20 CLOSE THE LOOP

Prepare for the end of your formal mentoring relationship. Take stock of lessons learned, directions taken, and what still needs to be accomplished.



For more employee development and career progression best practices, visit:

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There's really no shortage of work mentoring activities you can do with your mentee. If you need more ideas, check out:

- [75 Things to Do with Your Mentee: Practical and Effective Development Ideas You Can Try](#)
- [Inspire and Be Inspired: 20 Mentor / Mentee Activities.](#)

You can also find some great suggestions in [Practical ways to foster development on the job.](#)

The main goal is to identify activities that help your mentee achieve her learning and career development goals, and that suit both of your schedules, availability and work situation.

Happy mentoring!

For more on how to be a good mentor, check out this infographic on [What 30 Rock can teach you about mentoring.](#)

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About the Author



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Melany leads content marketing for Halogen Software, part of Saba Software. In this role, she gets to work with smart people to share the latest thinking about talent management. For the TalentSpace Blog, she writes about a range of topics related to employee engagement and performance, including her own experiences as a people manager. She is a total book nerd and die-hard fan of all things chocolate.

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Julie Harrison • 4 years ago

These are great ideas! I think #13 can be especially powerful/helpful, but all look worthwhile to try out.

^ | v • Reply • Share



MelanyatHalogen Mod → Julie Harrison • 4 years ago

Thanks Julie. I agree with you on #13 - great way for a mentor to help a mentee meet new people (and help break the ice too).

I was thinking #14 would be a good activity - to help focus conversations and other activities.

^ | v • Reply • Share



Julie Harrison → MelanyatHalogen • 4 years ago

Interesting re #14. I recently met with an seasoned executive in my field and she recommended a similar step: To create a job description of my ideal future job. At first, it sounds almost like that book The Secret (remember that book?!) but it makes sense to have a direction and aspirational vision.

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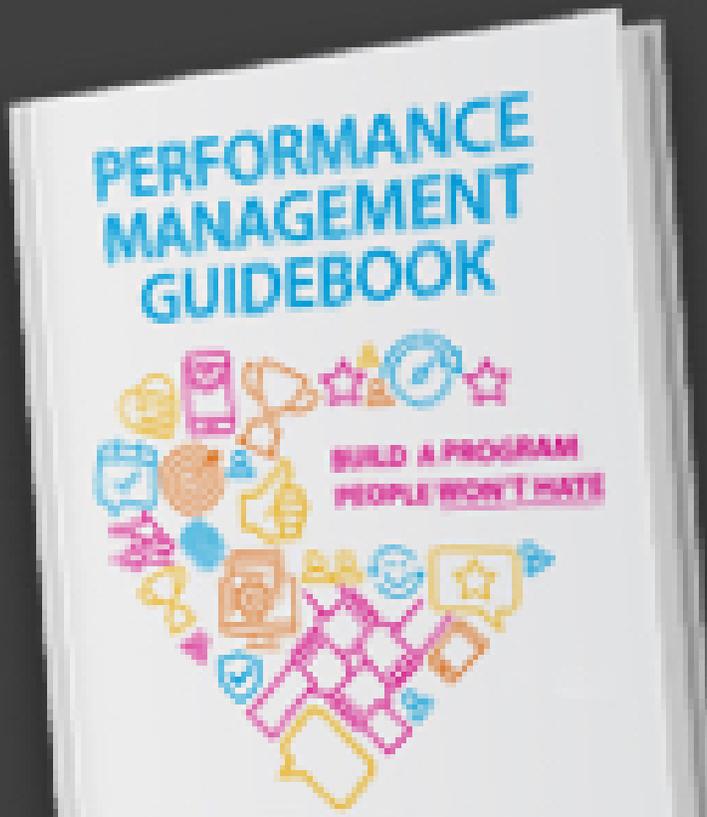
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