

The Structure of Mentoring

- **Opening = small talk** **2-3- min**
 - tune in
 - questions: - be curious
 - *How are you?*
 - *How is life?*
 - *What's up?*
 - *How is your energy for this conversation?*
 - *What topics do you come with?*
 - body language, eye contact
 - first mentoring, and following ones
 - 1. mentoring – describe what mentoring is if they don't know
 - In other meetings – you can go directly to the topic search
- **What are the mentee's needs, and topics?** **1-5 min**
 - *What would you like to discuss today?*
 - *What would you like to leave with in 30 minutes?*
 - *If you had to pay 50 euros for this meeting, what would you use it for?*
 - the mentee is choosing the topic of the meeting
 - You can brainstorm together
- **Concretization of the topic** **0-5 min**
 - if the topic is too broad: I want to be a better student – what does that mean? How do you recognize it?
 - narrow down the topic
 - *What do you want to focus on first?*
 - *What is one small thing that you would like to have different in x minutes?*
 - Paraphrase, illuminate, funnel
 - if the topic is clear, we can skip this point,
- **Finding solutions and working towards a goal** **15-25 min**
 - possibilities
 - *What has helped you in the past?*
 - *What did you do? What else?*
 - *How does it look like when it happens?*
 - work with scale
 - questions – open, short
 - follow-up
 - the other side of the coin
 - Self/others
 - General/specific
 - Event/its meaning
 - Reason/feelings
 - Internal/external
 - funnel and other steps
 - *What will you do first?*
 - *When will you try it?*
 - *What do you need for that?*
- **Feedback** **3-5 min**
 - *What are you taking with you from this meeting?*

- *How much of what I did as a mentor today was helpful to you?*
- *What should I do differently in the future?*

- **Working with scale**

- 1-10
- specific questions + describing the 1-10
 - If you want to understand your professor more, 1 is that you don't understand at all, 10 is that you understand everything; where are you now?
 - If you want to communicate better with XY, 1 is that you don't communicate, 10 is that you have perfect flow; where are you now?
- the mentee defines where they are on the scale
 - You don't change the number, even if you see it differently
- What is working for you, if you are on the number ...?
- How does 10 look like for you?
- What can you do to move up 1 point?
- What else?
- What will you do first?
- When?

- **Suggestions for the topics you can ask about:**

- transition from high school to uni,
- new city (if they are not from BA),
- Mastering individual courses,
- time-management,
- assignments for the courses,
- relationships with the teachers,
- relationships with the classmates,
- socialization outside of BISLA,
- mental health,
- extracurriculars (at BISLA, and outside of BISLA)