



Organisation of the Mentor

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Outcomes for this session



- State the reasons for good organisation in mentoring and coaching
- Identify areas where organisation needs to be demonstrated
- Share ideas of aspects of organisation used
- Produce an action plan for development of personal organisation

Exercise



The Mentor or Mentee from HELL!!

- What attitudes would they show?
- What behaviours would they exhibit?
- What would they not do?
- What kind of things would they say?
- What kind of things would they not say?

‘Techniques for Coaching and Mentoring’ by Megginson and Clutterbuck 2007

Key Qualities of a Mentor/Coach



What would you see as being the key qualities that a mentor or coach would need to be effective?

To be or not to be...Organised?



- Why do you think it is important for the Mentor/Coach to be organised?
- What areas do we need to consider when talking about organisation?

Three important areas...



- Assigning priorities - or become overwhelmed
- Planning skills - to set the agenda of what you want to achieve
- Time management, timetabling and working to deadlines - how you are going to do it

Areas of Organisation



- Diary planning
- Expectations
- Time management
- Note taking
- Record keeping
- Questions
- Confidentiality
- Prayer requests and praying for mentee

Areas of Organisation for the Mentee



What areas of organisational skills might you have to help the mentee with?

Top Tips in Organisation



What tips have you learnt in your organisational skills?

How might these skills help the mentee?

Action Plan



Write an action plan of 3-4 areas that you need to improve on in your organisational skills.

This should include:

- What you want to do
- What it will look like when you have done it
- When you want to do it by
- Who you will make yourself accountable to for completing the actions