



THE
MENTORING
CIRCLE

6 T H C I R C L E



THE MENTORING CIRCLE

MENTORING GUIDE

FOREWORD

Mark Zuckerberg had Steve Jobs. Mother Teresa had Father Michael van der Peet. And Bill Gates has Warren Buffett.

Mentor-Mentee relationships are abound even among the successful... and I would even argue that one reason they are successful is BECAUSE they had a mentor. If we subscribe to the belief that no one person has claim to or expertise in every conceivable human endeavor, then we also understand the need for others to guide us, to prompt us, to provide a different lens to any issue. And while we might find such Guides in a parent or sibling, each day we meet and interact with many others who can step into those roles. If only we take a moment to recognize them.

Welcome to Mentoring and this Mentoring Guide.

The fact that you are reading this is testimony that you have considered the value of having a mentor in an aspect of your career, your relationships, or your life. Congratulations! This is one of the most rewarding relationships you could ever have if you bring your best to the table. It requires a commitment to the outcome that you seek, and to the process that could lead you there. This Mentoring Guide that has been put together by The Mentoring Circle (or TMC) serves to help you along with building this relationship. Consider its way-points and let this frame your time on your mentoring journey. Take your time to grow this relationship and may it lead to more and deeper mentoring relationships as you move back and forth from being a mentee and mentor.

I congratulate and thank TMC for putting this together. The Office of Alumni Relations (OAR) is fully behind you on this, and we hope that individuals will benefit from its contents.



Dr Bervyn Lee

Director

Office of Alumni Relations

MESSAGE FROM PRESIDENT

Dear 6th Circle,

It is with great honour that I welcome you to The Mentoring Circle's (TMC) community. TMC was founded with the heart for each generation of SMU students to be consistently better than the last. Adopting the heart of mentoring, TMC aims to tap on the collective wisdom and knowledge of those who went before us, imparting invaluable experiences to both mentors and mentees alike.

This documentation is not meant to be a one-size-fits-all mentoring guide but a compilation of insights on mentorship to give members a glimpse into how we envision mentoring.

I sincerely hope your journey with us will be valuable and memorable. With the easing of COVID-19 restrictions, my team and I look forward to hosting more face-to-face events to facilitate meaningful interactions.

Here's to the coming academic year and a fruitful journey ahead!



Benedict Lai

President

The 6th Circle EXCO

INTRODUCING THE GUIDE

Welcome to the Mentoring Guide! This guide is meant to facilitate the start of your mentorship journey with bitesized resources for both mentors and mentees. Hopefully, this guide will be useful in enabling you to make the most of your TMC journey.

To the mentors, you will find mentoring tips and styles which you can explore within this guide. It also includes reflective questions that encourages open and fruitful conversations with your mentee. To the mentees, the idea of mentorship may be foreign to you and as such, this guide may serve as a reference to your journey in mentorship.

Here at The Mentoring Circle, our mission is to transform individuals into strong people builders. Founded on the principles of giving and professional excellence, our club envisions an SMU where future generations are consistently better than the last through strong mentorship. Before diving deeper into the contents of this guide, let us align our understanding of what mentoring is.

WHAT IS MENTORING

“The activity of giving a younger or less experienced person help and advice over a period of time, especially at work or school.”

FULFILLING

Mentoring provides boundless possibilities by paving the right path through conversations and realistic guidance.

CONTINUAL

Mentoring involves the impartment of knowledge from mentors to mentees, with each generation handing over to the next.

CONNECTIVE

Mentoring is a process that connects alumni with fresh faces in creating a long-lasting web of networks.

BUILDING THE RELATIONSHIP

In building a mentor-mentee relationship, setting expectations can help organise your time in a way that yields unity and understanding. Here, we would like to introduce the 3Cs framework which you can adopt as you lay out expectations.



THE 3 C'S

COMMUNICATION

It is important to start off with common goals and a clear path in mind. This is made possible by being open and sharing your personal expectations of the mentorship journey.

CONSISTENCY

First, decide on an expected frequency and duration for time together. Then, set up a specific date, time and location. Figure out which day and time works best for the both of you!

COMMITMENT

Commit to the relationship by being present throughout while demonstrating willingness to share or learn from each other throughout the journey.

Besides establishing a common ground with your mentor or mentee, it is important to develop a consistent strategy to ensure mutual growth in this relationship. To assist you with this endeavour, we have compiled a list of recommendations for you to reference from on the following page.

A NOTE TO MENTORS

ENGAGE WITH YOUR MENTEE

Your mentee is a part of your journey too. Involving your mentee in your progress and development will also be beneficial to you. Who knows? They might even teach you a thing or two!

CONDUCT REGULAR CHECK-INS

It is important to follow up with your mentee's journey, especially with regards to their goals and aspirations. This ensures accountability, as well as the progress for your mentee's growth.

FOCUS ON YOUR MENTEE

Though you may share about your stumbling blocks with your mentee and/or advise them against certain decisions, they are ultimately leading their own paths, which may be slightly different from yours. Sometimes, it may be better to support them in ways which cater to their personal goals.

There are several roles you can play as a mentor. Here is a list of mentorship styles which you can adopt to complement your mentee's aspirations!

THE COACH

Parental figure who gives encouragement when their mentee is down, listens, and helps figure out solutions to incoming problems. They are always happy to be a source of guidance.

THE CONNECTOR

The bridge between their mentee and connections. The mentor may not have the expertise in a particular field but they may know people who can help!

THE CHEERLEADER

The rock who is always be there to cheer their mentee on during the good and the bad times. Their strength lies in providing constant positive encouragement and reinforcement.

THE CHALLENGER

They are quick-witted and likes to challenge their mentee by asking hard questions. This helps to drive their mentee's growth.

A NOTE TO MENTEES

BE COMMITTED

This applies to whatever you decide to pursue. You will only grow as much as you put into the relationship. This means putting in the time, energy, and effort into learning and nurturing the mentor-mentee relationship.

BE OPEN TO LEARN

Keeping an open heart and mind is the best way to learn as much as you can. There is something you can learn from any mentor, be receptive and create a respectful environment where you are able to take in any lesson you are imparted with.

BE PROACTIVE AND SELF-AWARE

Your mentor might not always know what you need, gather the questions you may have and reach out actively. Do consider the questions in this guide to align your growth to your mentor's understanding. Do not be afraid to ask questions!

BE CARING AND CONSIDERATE

As this relationship is a reciprocal one, it is important for you to find ways to care for and encourage your mentor too. Be considerate and caring toward them, as they may be facing their own struggles, insecurities and hardships.

How else can you be a good mentee?

Click [here](#) for some interesting reads.



NAVIGATING MENTORSHIP

In this section, you will find some reflection prompts to dwell on and share with your mentor or mentee. The goal here is to build an open and honest relationship through getting to know each other better. We believe that this crucial step builds a purposeful mentoring relationship.



MAPPING YOUR JOURNEY

PROMPTS FOR MENTORS

1. Where have you come from?
2. Where are you now?
3. Where do you want to go next?
4. What are pivotal lessons you have learnt?
5. What is your vision for the rest of your life?
6. What could you offer as a mentor?
7. How was your past mentoring experience?

PROMPTS FOR MENTEES

1. What do you wish to learn?
2. What are your vision and goals?
3. What would you wish to ask?
4. How do you want to be guided?
5. How would you like to grow as a mentee?
6. What would you like to achieve next year?
7. What can you offer as a mentee?

SETTING GOALS AND EXPECTATIONS

GENERAL QUESTIONS

1. How would you want to mentor or be mentored?
 - 1.1. How would you like our relationship to be?
 - 1.1.1. Preferred communication method? (Face to face, Telegram or Zoom)
 - 1.1.2. Frequency of our meetings?
 - 1.2. What is your pet peeve for mentors/mentees? (e.g. bad texter, spamming, fussy eaters, etc.)
2. Where do you want to see yourself in one year?

INTRINSIC QUESTIONS

3. What are my top 5 most important values?
4. What drives/motivates you?
5. What are my strengths and weaknesses?

EXTRINSIC QUESTIONS

6. What would you like to get out of your time as a student in SMU?
7. What have you gotten out of your time as a student in SMU thus far? Any regrets?
8. What are your current priorities/commitments?
9. Why did you join TMC?
10. What are 3 goals you want to achieve by the end of TMC? (skills / finding your direction)

RESOURCES FOR THIS STAGE

How can we cultivate this relationship together?

Mentor: How can I get started on mentoring?



CULTIVATING THE RELATIONSHIP

1. What have you done in the past year?
 - 1.1. What is one thing you did that is particularly interesting?
2. Which of the following best describes the season of life you are in now? Why?
 - 2.1. Discovery/exploration
 - 2.2. Growth/formation
 - 2.3. Stability
3. How did you discover and embark on the path you are on today?

RESOURCES FOR THIS STAGE

For mentors: How can I make my journey fruitful for this mentoring relationship?

For mentees: What do I need to know as I deepen this mentoring relationship?

FACILITATING GROWTH AND DEVELOPMENT

1. How do I think I can become a better person?
2. What am I passionate about?
3. What do you think we have in common?
4. How did your aspirations change over time?

*At this point, mentors can also take the opportunity to help his or her mentee with their CV, resume, or even LinkedIn Profile!

RESOURCES FOR THIS STAGE

For mentors: How can I help to improve my mentee's CV, resume and LinkedIn profile?

For mentees: How can I further develop my relationship with my mentor?

TMC'S CAP FRAMEWORK

CAREER DEVELOPMENT

ACADEMIC DEVELOPMENT

PERSONAL DEVELOPMENT

FRUITFUL MENTORSHIP

Concluding from the previous questions, this framework briefly sums up the common aspects of fruitful mentorship. The topics in a fruitful mentorship are non-exhaustive and differ between pairings. This framework lays the foundational tools to begin building a mentor-mentee relationship.

CAREER DEVELOPMENT

1. To move closer to making a genuine impact on society.
2. To further align with various professional goals.
3. To reflect and review past work experiences.

ACADEMIC DEVELOPMENT

1. Gaining stability and finding one's best route through their SMU journey.
2. Being well equipped to make full use of academic resources and school.

PERSONAL DEVELOPMENT

1. Growing as a person: values, goals, ambitions.
2. Fostering a more cohesive SMU community.
3. Learning to be a mentor and guide to those in need.



EVENT TIMELINE



2

FEBRUARY**ODYSSEY 2023**

Odyssey serves as SMU's largest networking event, bridging C-suite speakers and alumni to students across a night of engagements, networking sessions and other interactions.

3

MARCH**COFFEE CHAT 2**

Coffee Chats provide an interactive session with numerous industry experts, allowing members to gain insightful knowledge in a more intimate setting.

5

MAY**CIRCLE CLOSING**

The official close of the 6th Circle's mentoring journey as we bring everyone together for a night of activities and dinner.



ENDING NOTES

After each meeting, do take some time to reflect on the conversations!

1. Key takeaways: What have I learnt about myself, and my mentor/mentee?
2. Application: What are some steps I will take after this meeting to develop myself/ensure my mentee continues to develop his/herself?

There are several (non-exhaustive) indicators that the mentorship is fruitful:

1. Developmental goals are being achieved (as mentioned in the TMC Framework)
2. Both parties enjoy the experience and are being positively challenged
3. Mentee emerges from each meeting with new insights and energized to take action
4. Mentor emerges from each meeting knowing they have allowed space for his/her mentee to grow

There are many ways in which a mentorship journey can bear fruit. The time has come for you to unfold and discover with your mentor/mentee!

P.S. Do you still need a little help? Check out these little nuggets of **wisdom**!

RESOURCE POOL

Note to mentors → Liu, B. (2015, September 4). The 4 Types of Mentors You Need in Your Life to Succeed. Inc.com. <https://www.inc.com/betty-liu/the-4-types-of-mentors-you-need-in-your-life-to-succeed.html>.

Note to mentee → Jones, A. (2020, January 21). How to Be a Good Mentee. Medium. <https://modus.medium.com/how-to-be-a-good-mentee-a919059ffeb>.

Together → Bradford, L. (2018, February 1). 8 Tips For An Amazing Mentor Relationship. Forbes. <https://www.forbes.com/sites/laurencebradford/2018/01/31/8-tips-for-an-amazing-mentor-relationship/?sh=b88765821e2c>.

Mentor → Planning Institute Australia. (2017). Mentoring Programme Handbook. <https://www.planning.org.au/documents/item/8391>.

Mentor → Chopra, V.; Saint, S. (2017, July 24). 6 Things Every Mentor Should Do. Harvard Business Review.
<https://hbr.org/2017/03/6-things-every-mentor-should-do>.

Mentee → Chopra, V., & Saint, S. (2018, February 6). What Mentors Wish Their Mentees Knew. Harvard Business Review.
<https://hbr.org/2017/11/what-mentors-wish-their-mentees-knew>.

Mentee → Mautz, S. (2017, May 17). 12 Keys to Being a SuperMentee (the Kind of Mentee Every Mentor Loves). Inc.com. <https://www.inc.com/scott-mautz/12-keys-to-being-a-supermentee-the-kind-of-mentee-every-mentor-loves.html>.

Mentors

CV:

<https://cv-nation.com/blogs/news/8-tips-to-improve-your-cv>

Resume: <https://www.linkedin.com/business/learning/blog/career-success-tips/how-to-write-a-resume-that-will-actually-get-a-recruiter-s-atten>

LinkedIn: <https://business.linkedin.com/en-uk/marketing-solutions/blog/posts/content-marketing/2017/17-steps-to-a-better-LinkedIn-profile-in-2017>

Ending notes → Phillips-Jones, L. (2001) Personal communication. Adapted from CCC/The Mentoring Group's Mentor and Mentee training materials. <https://www.rackham.umich.edu/downloads/more-mentoring-guide-for-mentors.pdf>



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OUR SOCIALS

[www.thementoringcircle.org](http://thementoringcircle.org)

[instagram.com/thementoringcircle](https://www.instagram.com/thementoringcircle)

[linkedin.com/company/thementoringcircle](https://www.linkedin.com/company/thementoringcircle)

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