



Building Mentoring Skills

Housekeeping

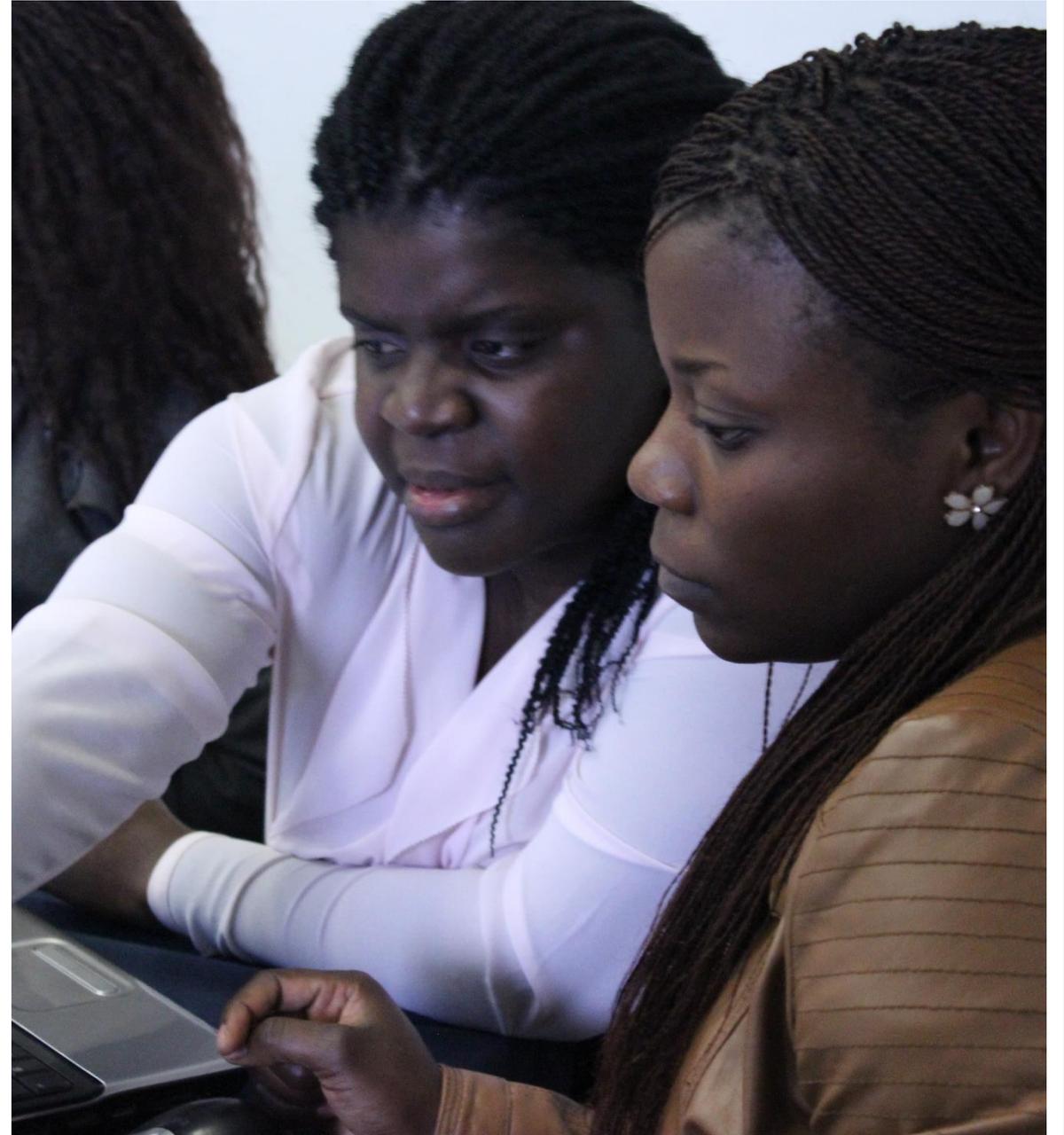




aloha! Ni hao DZIEN' DOBRY السلام عليكم TERE
HEJ नमस्ते jambo BONJOUR! ciao!
HEI TERE 今日は i Hola! salam
مرحباً Annyong HALLO
ola MIRĒDITA SZIA HEJ
BUON GIORNO HELLO! xin chào
Здравствуйтe PAREV SAJUT 您好
hylo aloha! selamat pagi Guten Tag!
Ni hao 안녕하세요 NAZDAR שלום مرحباً
今日は नमस्ते AKSUN ai ciao! DZIEN' DOBRY

MENTORING APPROACH

- **Strengthen** the organisational capacity of nine CSOs in Liberia
- Identifying organisational capacity **gaps**
- **One mentor** overseeing the relationship
- **Expert** support
- **The organisation** is the mentee not the individual





MEETING YOUR MENTEE ORGANISATION

- Up to mentors and mentees to decide how and when – **regular**
- Facilitate a **supportive** and developmental relationship
- First meeting:
 - Discussion of the **mentoring guidelines and agreement**;
 - Agreement on the **future** ways of working together;
 - Discussion of **location, frequency, scheduling and length** of meetings;
 - Discussion of the **structure** of the meetings; and
 - **Ground rules and boundaries** including confidentiality on both sides and any limits to the role.
- You are **not on your own**

MENTOR'S RESPONSIBILITIES



Work with Mentees to develop a **Mentorship Action Plan** that will dictate the progression of work and meetings that they commit to implement over the course of the programme.

Commit to **supporting Mentees** (through online communication or face to face) to articulate short-term and long-term goals and take concrete steps to meet them.

Commit to develop an **open and on-going relationship** that is mutually constructive. Open to give and receive positive and constructive feedback.

Remain **accessible, committed, and engaged** during the length of the program and show willingness to work together during training, coaching and mentorship sessions.

Commit to keeping sensitive issues **confidential**.

Respect time and resources committed to this programme.

Commit to support mentees with a **small grants proposal application** and submission and if successful, to support project implementation.

SUPPORTING DOCUMENTS

1. Mentor-mentee agreement – **responsibilities**
2. Civil Society Tracking Tool and a Gender Tracking Tool – **first steps**
3. Organisational Development and Mentoring Action Plan – **guide for development**

Questions?



D24	The organisation has developed or is in the process of developing a sustainable financial strategy but has not taken a												
	A	D	E	F	G	H	I	K	L	M			
1	CEPF												
2	Civil Society Organisational Capacity Tracking Tool												

Template Organisational Development Plan

The following is a template for a development plan to get you started – please note that this is a template and may require some necessary and appropriate changes.

Organisational Development Priority Area	Proposed organisational change(s)	Summary of actions needed to achieve the changes	Activities required under each action (if relevant)	Resources needed to carry out each action
Example: Organisational Planning and Management	Example: Mission, Vision, rewritten and agreed.	Example: 1. Develop new vision and mission	1.1 Organise a meeting with relevant members to discuss and decide on new vision and mission	Examples: *Download resources online and adapt *Secure skilled facilitator *Get samples of statements from associations. *Funding to support planning process
Example: Finance Management	Example: Compliance with CEPF reporting requirements	Example: 1. Adapt financial accounting system 2. Develop key required policies 3. Develop a timesheet system	1.1 Speak to partner organisations about accounting systems used. 1.2 Pilot a system 2.1 Source template of a policy document	Example:

PROJECT FUNDING PROPOSAL SUPPORT

1. During second workshop – **mentee's to draft funding proposals** to submit to a 'small grant' funding body
2. Mentors asked to **support draft** and application and if successful, implementation
3. **CEPF call for Letters of Inquiry** for a small grant specifically for mentee organisations – deadline 26 February, 2021





REPORTING

- Financial reporting deadlines are due to FFI on
 - **December 18, 2020**;
 - March 30, 2021;
 - June 30, 2021;
 - September 30, 2021; and
 - January 31, 2022
- Progress reports must be submitted by
 - **December 30, 2020** and
 - June 30, 2021.
- Submit the Organisational Development and Mentoring Action Plan as far as completed
- Prompt 2 weeks before deadline





What do you understand by the term mentoring?



MENTORING

- Working with someone to assist them in achieving their outcomes.
- Mentoring requires non-judgmental listening, observation, feedback and questioning.
- Non-directive, supportive, trusting, confidential.





Mentor	Mentee
Process	Content
<ul style="list-style-type: none">• guides thinking• asks questions• questions assumptions• challenging	Explores options
observe and understand mentee	Identifies solutions

GROW – a coaching model



The model was originally developed in the 1980s by business coaches Graham Alexander, Alan Fine, and Sir John Whitmore.



Active Listening

Active listening



Hearing and listening- the same thing?

Hearing “...is a word used to describe the physiological sensory processes by which auditory sensations are received by the ears and transmitted to the brain”

Listening “...refers to a more complex psychological procedure involving interpreting and understanding the significance of the sensory experience”

Poor listening



- Selective listening/tuning out
- Judging
- Giving advice
- Avoiding the others concerns
- Interrupting



Why shouldn't we give advice?



"...many disagreements create a "spiral of conflict" rather than cooperation. Each side is focused more on proving "rightness" than on resolving the problem..."

As an experiment, for a couple weeks try to truly understand others' opinions and positions without defending your own."

And remember- just because it worked for you, does not mean it will work in another situation

Becoming a better listener



- Be interested
- Be attentive
- Be patient
- Reflect what they are saying
- Draw them out when necessary
- Be neutral



“So you’re saying that..”/“Did I get it”?/Let me get this straight...”/Have I missed anything?”

Becoming a better listener



- Be interested
- Be attentive
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Can you tell me a bit more about that? Why? Really? Why is that? Why do you think that?



Be attentive

- A posture of involvement
- Appropriate body motion
- Appropriate eye contact
- Non distracting environment



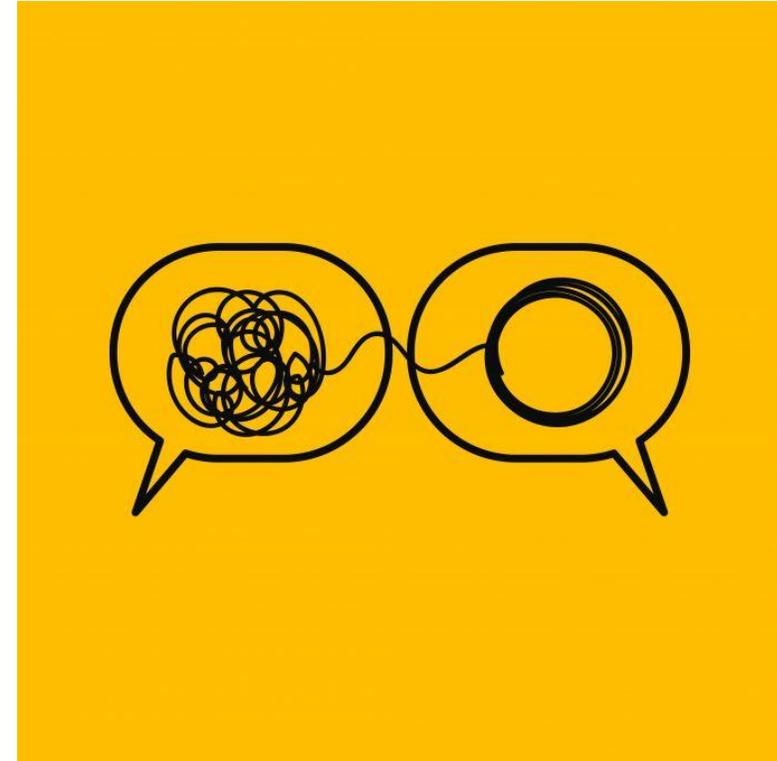


ITS YOUR TURN!

Each identify a current work challenge.

Take 10 minutes per person to mentor the other through their challenge. Try using the GROW model to work through the challenge.

As mentor- aim not to tell, but to listen and support the mentee to come up with the answers themselves.





REFLECTION QUESTIONS

- How did you find the exercise?
- What went well?
- What could you improve on as a mentor?
- Was it difficult not just to say what you thought they should do?
- What can you take away and apply as you start mentoring through this project?
- From your experience, do you have mentoring advice/tips to offer the rest of the group?

