



THE GIVEN INSTITUTE  
**ART OF ACCOMPANIMENT  
MENTORING PROGRAM**  
MENTOR HANDBOOK





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## INTRODUCTION

The GIVEN Institute's signature "The Art of Accompaniment Mentoring Program," provides young, emerging Catholic female leaders (aged 21-35) with guidance, support, and accompaniment as they navigate the questions, opportunities, and challenges facing contemporary Catholic women.

This year-long mentoring program is the segue to participation in the GIVEN Leadership Forum. It fosters relationships between young women and established Catholic female leaders, lay, consecrated and religious. GIVEN mentors accompany the young women, helping them discover and activate their gifts for the Church and the world. Our mentors emphasize the particularly feminine strength of integration of faith, interpersonal relationships, professional aspirations, and vocational responsibilities.

As a mentor you can expect to witness:

- Spiritual and professional formation of the next generation of Catholic female leaders
- Increased involvement of young women in the life of the Church
- Activation of hundreds of Action Plans in the world
- Personal transformation in the hearts of every participant, mentors and mentees alike

This guide is designed to provide valuable insights and practical advice on how to establish and maintain a successful mentoring relationship. Please take time to read this guide and learn about the expectations for both mentors and mentees. The GIVEN staff remains available to you throughout the course of the program for ongoing support.

*Through the intercession of Our Lady of Guadalupe, let us pray that our hearts remain receptive to the Holy Spirit in all areas of our lives. Thank you for your FIAT in being a part of the Art of Accompaniment Mentoring Program. We are confident that you will be blessed and enriched by your GIVEN experience.*





# THE ART OF ACCOMPANIMENT MENTORING PROGRAM OVERVIEW

As a mentor you play a crucial role in accompanying a young woman in the months following the GIVEN Forum. During the Art of Accompaniment Mentoring Program, every mentor is paired with one or two Forum participants to offer ongoing guidance and support. **Following the Forum, mentoring meetings are held monthly, from July through May.** Each mentor guides her mentee in learning and discerning what she received at the Forum, as well as providing invaluable support in the proposal, development, and execution of her individual Action Plan.

The Art of Accompaniment Mentoring Program was designed to give both the mentor and the mentee the tools needed to establish and maintain a fruitful relationship according to the program's specific goals and objectives. These goals and objectives will be elaborated during orientation and mentor training.

Highlighted below are some of the hallmarks of the Art of Accompaniment Mentoring Program and some pitfalls to avoid during the course of the year of mentorship.

## WHAT MENTORING IS AND IS NOT

### Mentoring is...

*A relationship* - Relationship is the heart of the program. Through self-gift, we find personal fulfillment.

*Integrated* - Mentoring considers the spiritual, personal, and professional needs of each woman.

*A living Spiritual Motherhood* - Each woman is called to exercise her spiritual motherhood through her own unique gifts and experiences.

### Mentoring is not...

*A substitute for formal development* - Mentoring cannot replace formal training but should augment professional development activities.

*Counseling or therapy* - While personal issues may be discussed, mentors are not substitutes for mental health professionals.

*A dependent relationship* - Mentors give support for the Action Plan but are not expected to do the work or make decisions for the mentee.

*As a mentor, you can offer the witness of your faith, the wealth of your knowledge and experience, prayerful support, and your desire to help with and advocate for your mentee's Action Plan. Our prayer is that this relationship will lead you both to share more fully together life in Christ, providing fertile soil in which both of you will grow and flourish.*

## MATCHING MENTORS AND MENTEES

After the Forum, each participant is invited to propose up to three women from whom her mentor will be assigned. These women may be listed in the Mentor Directory or be mentors she met at the Forum. She may also provide preferences about location and specific skills for the GIVEN staff to consider in selecting her mentor. Mentors who attend the Forum are also invited to propose up to three participants with whom they connected at the Forum.

In your application you indicated personal, professional and spiritual skills which you feel best prepare you to accompany your mentee. The answers your mentee provided in her application also aid in determining your compatibility with your assigned mentee. Be assured that numerous aspects of your background as well as the needs of the participants are taken into consideration in order to make the best match. The process of matching mentors to mentees is done prayerfully with the help of the Holy Spirit who assists in our discernment.

"[YOUNG PEOPLE] ARE LOOKING FOR COMPANIONS ON THE JOURNEY, TO BE EMBRACED BY FAITHFUL MEN AND WOMEN WHO EXPRESS THE TRUTH AND ALLOW YOUNG PEOPLE TO ARTICULATE THEIR UNDERSTANDING OF FAITH AND THEIR VOCATION. WE STRONGLY FEEL THAT WE ARE READY TO BE LEADERS, WHO CAN GROW AND BE TAUGHT BY THE OLDER MEMBERS OF THE CHURCH, BY RELIGIOUS AND LAY WOMEN AND MEN."

SYNOD ON YOUNG PEOPLE, THE FAITH, AND VOCATIONAL DISCERNMENT



# PROGRAM SCHEDULE

February	Mentor and Mentee Acceptances Forum Registration
March	Orientation for All Participants Mentor Training Session 1 Action Plan Strategy Sessions
April	Action Plan Strategy Sessions Mentee Virtual Group Gatherings Mentor Training Session 2
May	Action Plan Strategy Sessions Mentee Virtual Group Gatherings Mentor Training Session 3 and Session 4
June	In-Person Mentor Training Session Catholic Young Women's Leadership Forum
July	Mentor and Mentee Matching Process and Communication First Mentor and Mentee Monthly Meeting
August	Mentee Zoom Q & A about Mentorship Mentor Zoom Q & A about Mentorship

September	Strengths and Fulfillment Stories Review Mentee Virtual Check-In
October	First Mentor Milestone Report Due First Action Plan Milestone Report Due Mentor Virtual Group Check-In
November	Virtual Leadership Development
December	Mid-Year Feedback Form Due
January	Mentee Virtual Check-In
February	Second Mentor Milestone Report Due Second Action Plan Milestone Report Due Mentor Virtual Group Check-In
March	Virtual Leadership Development
April	Final Action Plan Milestone Report (#3) Due Final Feedback Form Due
May	Conclusion of Art of Accompaniment Mentoring Program Action Plans Launch - Celebrations and Inspiration





## PLANNING FOR THE MENTORING YEAR

The *Art of Accompaniment Mentoring Program* is mentee-driven, which means that the young woman assumes responsibility for her mentoring process. Once you and your mentee are matched, it is the responsibility of your mentee to begin developing the relationship with you. The mentee initiates, schedules, and plans for her mentoring sessions and she determines her desired outcomes.

### PRAYER AND DISCERNMENT

As you begin your mentoring journey, we invite you to dedicate time to prayer and discernment for your mentee. This is the source of your greatest gift to her. *Seek guidance from the Holy Spirit to ensure that your wisdom aligns with God's will.*

One prayer you might use to begin your meetings is the Prayer to the Holy Spirit:

COME, HOLY SPIRIT, FILL THE HEARTS OF  
YOUR FAITHFUL AND KINDLE IN THEM THE  
FIRE OF YOUR LOVE. SEND FORTH YOUR  
SPIRIT AND THEY SHALL BE CREATED, AND  
YOU SHALL RENEW THE FACE OF THE  
EARTH.

LET US PRAY.

O GOD, WHO HAVE TAUGHT THE HEARTS  
OF THE FAITHFUL BY THE LIGHT OF THE  
HOLY SPIRIT, GRANT THAT IN THE SAME  
SPIRIT WE MAY BE TRULY WISE AND EVER  
REJOICE IN HIS CONSOLATION. THROUGH  
CHRIST OUR LORD. AMEN.

## BUILDING A STRONG RELATIONSHIP

To help you better understand your mentee's **strengths** and **motivations**, GIVEN works with the *Inscape Center for Personal Vocation* to train mentors in assisting their mentee in living more fully her own **unique** and **unrepeatable** personal vocation. The relationship is strengthened by the sharing of fulfillment stories which you will use as a guide in the mentorship.

Upon registration as a participant in GIVEN's Art of Accompaniment program, you will receive a link for the *Clifton Strengths Assessment*. You will be trained to use this assessment to help identify connections between the fulfillment stories and the mentee's personal aptitudes. This knowledge can assist in helping her develop and successfully execute her Action Plan. With your support she can identify her strengths and activate them to the benefit of her Action Plan.

A better understanding of her own unique gifts empowers her to more fully embrace God's call in every area of her life.

## MEETING FREQUENCY

**Mentoring meetings should occur at least monthly for a minimum of 30 minutes.** Anything beyond this is at the discretion of you and your mentee. In Appendix G you will find a sample meeting agenda that was provided to mentees to help her prepare for her meetings.

Mentors will seek to help her identify her motivational patterns and discover her strengths as revealed by her fulfillment stories. You will support her in activating those strengths in her Action Plan and encourage her by sharing the wisdom of your experience. Mentors and mentees who use this methodology in their relationship find the personal insights and self-knowledge to be transformative.

### WHAT IS A FULFILLMENT STORY?

*Fulfillment stories describe things you have enjoyed doing, believe you did well, and found deeply satisfying. These stories can be from any point in time or aspect of your life - school, sports, work, church, volunteer activities, family life, and leisure activity.*

"THIS EXPERIENCE GAVE ME A STRONGER SENSE OF WHO I AM AS A DAUGHTER OF GOD AND HOW I AM CALLED TO BRING THAT PURPOSE AND LIGHT INTO EVERYTHING I DO, INCLUDING MY WORK."

2016 PARTICIPANT



## ACTION PLANS

As part of the application process, each participant committed to propose, develop, and execute an Action Plan by the end of the mentoring year. The Action Plan is a unique initiative intended to activate the participant's God-given gifts in the Church and in the world.

### A GIVEN ACTION PLAN IS

1. **A new initiative.** Participants are asked to propose a NEW initiative. It should not continue a project they are already doing, nor join a pre-existing study. It should offer something *new for the participant* and for the community it is intended to serve.
2. **Beneficial to others.** The Action Plan must be other-focused, serving members of their family and/or of their community.
3. **Will be realized within one year after Forum attendance.** The proposal details and timeline (project plan), development, execution, and evidence of successful execution (deliverables) must be completed by May following the Forum. The launch and implementation of the Action Plan may occur after the program ends.

*The Action Plan will be different for each participant because it gives expression to the unique desires the Lord has placed in her heart. Encourage your mentee to pray deeply and dare to dream with God, allowing the Holy Spirit to inspire and direct her.*

The scope of each Action Plans can and will be distinct. You are encouraged to help your mentee discern her particular desires, gifts, and capacities in developing her Action Plan proposal. Help her set a realistic timeline for the launch and execution of her Action Plan with completion by **May 2025**. The Action Plan Development Workbook will help her create and define goals and determine necessary tasks.

### ACTION PLAN STRATEGY SESSIONS

After acceptance into the Art of Accompaniment program, each participant has the opportunity to refine her Action Plan with the assistance of an Action Plan Strategist. Strategists support the participants in honing their ideas and ensure that Action Plan proposals meet the necessary criteria, including a feasible launch before the end of the mentorship year. Action Plan Strategy sessions are one-time meetings to direct the participant toward actionable goals and clarity in her Action Plan. Participants are able to meet with a strategist prior to the Forum.

## ACTION PLAN TROUBLESHOOTING

### FOR MENTORS

Your guidance, support, and encouragement of your mentee throughout all the phases of her Action Plan are an integral part of the mentoring relationship and the Art of Accompaniment program. We ask your particular support in helping ensure the launch of her Action Plan by the end of the mentorship year. If there is need of a particular skill, GIVEN can connect her with an Action Plan Strategist from our network for further conversation and support to help her execute her Action Plan.

Your role in the Action Plan development phase is to listen to her share her proposal, to help her develop and refine her goals and tasks by asking open-ended questions, share the wisdom of your experience, provide additional resources and support as you are able, and to encourage her.

*If your mentee encounters difficulties and is struggling to complete her Action Plan, or if you need assistance helping her with her Action Plan, please notify a member of the GIVEN Staff as soon as possible.*

### FOR PARTICIPANTS

The proposed Action Plan is your mentee's unique initiative and she has committed to developing and executing it. Failure to launch her Action Plan by the end of the Art of Accompaniment program will result in her ineligibility for GIVEN Alumnae benefits. If at any point she encounters any challenges with her assigned mentor or Action Plan, she should contact a member of the GIVEN staff.

### REPORTING

Mentors will receive a reporting link to record the dates of meetings with the mentee(s) and any notes for the GIVEN Staff. Additionally, mentees will submit Action Plan Milestones to share the ongoing status of her Action Plan. This will also help her discuss her progress with her mentor

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“TO RESPOND TO OUR VOCATION, WE NEED TO FOSTER AND DEVELOP ALL THAT WE ARE. . . IT HAS TO DO WITH FINDING OUR TRUE SELVES IN THE LIGHT OF GOD AND LETTING OUR LIVES FLOURISH AND BEAR FRUIT.”

POPE FRANCIS, CHRISTUS VIVIT



## PROGRAM COMPLETION

The Art of Accompaniment Mentoring program concludes in May 2025. All Action Plans are expected to have been launched and all formal mentor and mentee meetings have been completed by this time.

An Action Plan is considered executed when the plan proposal has moved from an idea or a concept, to some form of actualization. The launch of an Action Plan can take many different forms. For example:

1. *Proposal for an Advent retreat* - Steps were taken to set the date and get the necessary approvals, funding has been obtained, and registration dates have been set, although the event will be held after the May deadline.
2. *Proposal for the establishment of new organization* - Significant steps have been taken toward establishment: a detailed business plan was created, the organizational structure has been defined, sources of funding have been identified, and a realistic timeline has been determined.
3. *Proposal for a book* - The manuscript has been written - or at least begun, the target market has been identified, a publisher is being sought, but the book will be published at a later date.

Many past mentors and participants have maintained their relationships beyond the end of the program. Any mentorship meetings beyond the May 2025 conclusion of the Art of Accompaniment program are at the personal discretion of those involved.

“TO BE ABLE TO DISCOVER THE ACTUAL WILL OF THE LORD IN OUR LIVES ALWAYS INVOLVES THE FOLLOWING: A RECEPTIVE LISTENING TO THE WORD OF GOD AND THE CHURCH, FERVENT AND CONSTANT PRAYER, RECOURSE TO A WISE AND LOVING SPIRITUAL GUIDE, AND A FAITHFUL DISCERNMENT OF THE GIFTS AND TALENTS GIVEN BY GOD.”

ST. JOHN PAUL II, CHRISTIFIDELIS LAICI

## BECOMING A GIVEN ALUMNA

A participant officially becomes a GIVEN Alumna after a successful completion of the program which includes:

- Attendance at virtual meetings
- Monthly mentoring meetings
- Submission of Action Plan Progress Milestone reports
- Action Plan launch
- Submission of End of Year Survey

## AS A GIVEN ALUMNA MENTEES RECEIVE:

- Access to private Facebook and LinkedIn groups for community and networking with alumnae from all years.
- A monthly email newsletter featuring alumnae updates, job openings, exclusive opportunities and upcoming events.
- Alumnae-exclusive events and meet-ups, plus free or discounted tickets to public GIVEN events.
- Access to one-time mentoring conversations and connections within the GIVEN Network.
- Access to discounts to alumnae-created companies

## CONCLUSION

The Art of Accompaniment Mentoring Program continues to be a catalyst for the formation of the next generation of Catholic female leaders. The intentional accompaniment of participants by mentors, as well as the intentional development of a unique Action Plan have proven to be both enriching and transformative for all of those involved. We pray that the fruits you have received during your mentoring relationship continue to grow throughout your lives. Thank you for your FIAT to this program.



# APPENDIX A: MENTOR GUIDELINES

As a mentor you are expected to:

1. Be committed to growing in your own spiritual life through personal prayer and spiritual disciplines appropriate to your state in life.
2. Be faithful to Magisterium of the Catholic Church.
3. Provide wisdom and support from your own experiences and perspectives.
4. Be available for authentic relationship and spiritual support to your mentee.
5. Participate in the training offered by GIVEN and use the training provided to guide your relationship with your mentee.
6. Be a generous and active listener and offer affirmation and encouragement.
7. Serve as an accountability partner.
8. Foster a spirit of mutual learning, trust, and respect.
9. Provide support, guidance and expertise as needed for the development of the Action Plan.

## GUIDELINES FOR EFFECTIVE MENTORING

One of the most difficult tasks you as a mentor have is to allow your mentee to take the initiative and practice leading. Initially this may feel somewhat awkward. To adjust your behavior and expectations to this role reversal it may be helpful to:

- Remind yourself that you are helping form future Catholic female leaders.
- Reflect on a mentor of your own, remembering what he or she did to foster your leadership skills and help you discern and develop your strengths.

**Discuss topics that relate to her relationship with God and her goals**, especially with regard to her Action Plan. Do not be afraid to be vulnerable. If a question seems too personal or out of context, you can simply respond with, *“I would rather not discuss that at this time.”* There is true benefit from genuine, direct, and honest answers, especially when practicing to say no.

**Explore common interests.** Some mentees may be shy and lacking confidence when speaking with you or other experienced leaders. If a conversation, particularly in the early meetings, feels stilted and uncomfortable, then it is most appropriate to veer away from the prepared agenda and explore common interests and experiences. Finding out that you share a mutual delight in a particular Saint, devotion, or hobby, can ease the tension and forge a more intimate bond. Once that sense of shared interest exists, a more natural and deeper mutual exchange can result.

**Listen to and learn from mentees and discern ways to encourage their growth.** Learning to ask the right questions is as basic to personal flourishing and success as discovering the answers. Pose questions and challenge your mentee to make her own decisions with confident humility.

*(Adapted from Mentor Connector Handbook)*

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# APPENDIX B: MENTOR CHECKLIST

Before beginning the mentoring relationship:

- Review this workbook.
- Pray to the Holy Spirit asking for His guidance in your mentoring.
- Review your assigned mentee’s Action Plan prior to your first mentoring session.
- Consider your own experiences and background in light of your mentee’s background. Look for areas of common interest and experience.

During the mentoring relationship:

- Convey enthusiasm and make a personal connection via the tone of your email or phone communication. This will help relieve any fears the mentee may have.
- Establish good boundaries with your mentee.
- Identify options in your calendar for your meetings so that you can offer dates and times for future sessions that work with your schedule.
- Follow up after the first session with a note of encouragement.
- Follow up immediately after mentoring sessions with any actions you have agreed to take. Don’t delay. It is more likely to slip your mind as time passes.
- Use your mentee’s fulfillment stories to help her develop a strong Action Plan that will draw out her strengths and affirm her in her gifts.
- Confirm the date and time of the next mentoring session.
- Encourage your mentee to submit completed milestone reports by the due dates.
- Encourage your mentee to persevere through the successful execution of her Action Plan.



## APPENDIX C: MENTOR SAMPLE QUESTIONS

In the book *Unrepeatable*, the authors discuss two big movements in a mentoring relationship which are: **"Reaching out (asking good questions) and actively receiving (listening deeply)."** The questions and prompts below are suggestions to help get you started. Before every meeting, take time to entrust yourself and your mentee to the Holy Spirit's loving guidance. Then prayerfully think about the course of the conversation and what questions might help to your mentee's greatest benefit.

### GETTING TO KNOW HER

- What do you like about where you live?
- Why did you choose your particular course of study?
- What do you like about your job?
- If your friend described you, what do you think she would say?
- Describe something funny that happened to you.
- What are your God-given gifts? How does your Action Plan activate those gifts?
- Have you ever had a moment of clearly seeing God's hand in your life? What did that look like?
- What do you do to practice your faith?
- Who are your favorite saints/why?

### DISCUSSING AN ACTIVITY OR ACCOMPLISHMENT

- Describe what you did.
- What did you learn from the experience?
- What did you enjoy about it?
- How did you address any challenges that came up?

### DECISION-MAKING

- How do you typically make a decision?
- What factors are most important to you?
- Do your decisions typically align with your passions and values?
- Are your decisions often influenced by your fears? Fear of what?

### AFFIRMING YOUR MENTEE (POINTS TO CONSIDER IN GIVING AFFIRMATION TO YOUR MENTEE)

- Affirm specific details of her efforts and commitment, including her virtues.
- Recognize her progress since your previous meeting or from the beginning.
- Tell her specific things she is doing that are setting her up for future success, not only with her Action Plan, but in her vocation, profession, and personal life.
- Foster her confidence in her God-given gifts by pointing out how they are being used in her work on her Action Plan.

### CREATING ACTION STEPS

- What tasks *could* you do next? [Possibilities]
- Which of these options do you think you *should* pursue? [Optimal outcome]
- Is that a step you *want* to take? [Personal desire]
- Are there any obstacles to getting this done that you need to address?
- Do you need to be held accountable for any of this? Specifically, what?

### DETERMINING ACTION PLAN MILESTONES

- What are your goals, objectives, and desired outcomes to launch your Action Plan?
- What milestones have you set to further develop your Action Plan since your original proposal?
  - What progress have you made on them?
  - What are the major tasks and dependencies of these milestones? [specific steps- i.e., access to resources (people, time, money, research, advertising, promotion)- and the order in which they need to occur]
- What has helped you prepare for the launch of your Action Plan? What obstacles and challenges are you facing?
- What have you done to develop your Action Plan? (Depending on their answer, you can prompt with suggestions.) Have you:
  - Spoken with the responsible pastor, campus minister, diocesan employee, leader?
  - Gathered a team to help you brainstorm, plan, prepare, and implement?
  - Found helpful resources and researched useful materials?
  - Contacted potential benefactors and considered possible fundraisers?
  - Thought about advertising and use of social media to inform or invite?
- Where do you think Our Lord is leading you in the progression of your Action Plan?
- What has been a joy or unexpected and welcome surprise in all of this?
- What specific challenges you are working to overcome right now? How can you use your God-given gifts to help you successfully address them?
- How can I, as your mentor, direct my prayers for you and this work and support you for the successful launch of your Action Plan?



## APPENDIX D: MENTOR FAQ

### **What should I do if my mentee doesn't contact me to schedule our first mentoring session?**

The mentee guides the relationship and is instructed to initiate the contact with her mentor. Please notify GIVEN Staff if your mentee fails to contact you within the specified time frame.

### **My mentee missed our last meeting and I haven't heard from her. Should I contact her?**

Absolutely! If you have already established a connection and for some reason you have not heard from your mentee, you can follow-up and check on her. If she does not respond, please notify GIVEN Staff before your next scheduled meeting.

### **My mentee is not interested in sharing a fulfillment story. What should I do?**

There is no need to rush this process. Fulfillment stories help bring to light a person's motivational design. Through your mentee's story, you can help her discover where God may be leading her and relate it to her Action Plan.

### **What if my mentee wants to change her action plan?**

Participants are given until June 30th to re-propose their Action Plan. They are instructed to meet with an Action Plan Strategist to talk through any changes. Natural changes, new developments or "tweaks" to her Action Plan that still fall under the same idea can be worked during the mentorship and may not need to be re-proposed. A brand new Action Plan, must be approved by GIVEN. If an Action Plan strays from its original proposal, please contact GIVEN Staff immediately. We need to be aware of any changes that could impact an Action Plan's good standing.

### **When is the Action Plan launched? Does my mentee need to wait until the year is over?**

Action Plans should be launched by May 2025. This means that the necessary goals put in place at the beginning of her proposals have been executed. An important element of the mentoring relationship is helping her develop her Action Plan. The longer you can help her, the better. GIVEN is committed to one year of accompaniment.

### **My mentee shared something personal that I am not equipped to help with. Where can I get support?**

It is important to receive her confidences with love and to show a deep concern for her wellbeing. Encourage her to seek immediate support from a professional if needed. Please contact GIVEN Staff with any additional concerns or for further assistance.

## APPENDIX E: MENTEE GUIDELINES

As a participant in the mentoring program you are expected to:

1. Be committed to growing in your own life in Christ through personal prayer and spiritual disciplines appropriate to your state in life.
2. Be faithful to Magisterium of the Catholic Church.
3. Be proactive about contacting your mentor and scheduling meetings and setting goals and expectations with your mentor.
4. Keep notes of your meetings when possible to help inform your milestone reports. This will serve as a helpful record as you prepare for each session together.
5. Honor your commitment to both the Art of Accompaniment Mentoring program and your mentor. Follow-through on decisions made.
6. Give your mentor feedback on what is working well and what is not working in your mentoring relationship
7. Ask your mentor for her feedback and be open to learning and be receptive to her advice and constructive criticism.
8. Communicate. Nothing can be learned without communication.
9. Inform the Mentoring Program Director as soon as possible if you are having difficulty connecting with your mentor.
10. Inform the Mentoring Program Director about any projected delays in launching your Action Plan.

### GUIDELINES FOR EFFECTIVE MENTORING

Additionally, your mentor is there for support and guidance, not to solve your personal problems. Be respectful of her and utilize this as an opportunity to learn from her experience. Communicate respectfully and responsibly and discuss with your mentor your own expectations regarding the details of your mentorship. The more clearly you communicate your interests before the relationship begins, the more you and your mentor will benefit from it.

**Ask thoughtful questions.** Pray and think about your questions before your mentorship meetings. The list of sample questions has suggestions to help you get started. Ask questions that will help you develop as a person -- spiritually, personally, and professionally -- and that will help you define, develop, and launch your Action Plan.

**Be flexible.** Mentors are busy, so be flexible in scheduling your meeting times. If possible, you may want to meet in-person.

**Be considerate of and show appreciation for your mentor's time.** Your mentor is a volunteer! Be respectful of her time and resources and assume responsibility for making your mentorship a success..



## APPENDIX F: MENTEE CHECKLIST

Before beginning the mentoring relationship:

- Read this workbook.
- Pray to the Holy Spirit to guide and inspire you and your mentor.
- Read Mentor Directory to get acquainted with the mentors' background and skills.
- Get a notebook for notes and any related materials from your mentoring sessions.

During your mentorship:

- Contact your mentor as soon as you receive her information.
- Follow up immediately after the first session with a thank you note and confirming your next meeting time. Include the meeting invite or link.
- Follow up immediately after each mentoring session with the list of any actions you asked to be held accountable for. Don't delay. It is more likely to slip your mind as time passes.
- Send an email one to two days prior to each meeting to confirm the date and time of your next mentoring session still works with your mentor.
- Give advance notice to your mentor if you are running late or need to cancel or postpone a session.
- Complete all the Action Plan milestone reports and submit them by the due date.

## APPENDIX G: MEETING AGENDA (SAMPLE)

*This sample agenda is meant as an aid to help prepare for and structure meetings. Remember that the mentee leads the meeting and these items should simply help make good use of your time together. Allow time for sharing your fulfillment stories and discussion and application of your gifts and strengths.*

1. Open with a prayer. (1 min.)
2. Check-in with your mentor (7 min.)
  - Build rapport. Tell her what's working and how you're feeling.
    - Mention any significant life events since your previous meeting.
    - Share a fulfillment story from the past month.
3. Set the meeting' focus (1 min.)
  - Share what you hope your mentor can help you with today.
  - Tell what you want to focus on (a situation, challenge, exploring opportunities).
4. Review Action Plan tasks from the past month (2 min.)
  - Share any updates on actions taken since last meeting
    - Note any important conversations you had.
    - Explain why if you weren't able to complete your monthly tasks.
    - Share any challenges that arose or the status of any ongoing challenges.
5. Examining challenges -- Ask yourself and discuss (7 min.)
  - Do I need to adjust my timeline or goals? Are they achievable?
  - Is there a way I can avoid or minimize these same challenges moving forward?
  - Do I need additional support from anyone?
  - How can my mentor support me?
6. Reflect on progress (3 min.)
  - It is important to focus on what's working well!
    - Share what are you most proud of since last week.
    - Identify your main takeaway from today's mentoring session.
7. Tasks for upcoming month (3 min.)
  - List the tasks you expect to accomplish by your next mentoring meeting.
    - Break down big goals into small, specific, achievable steps.
    - Take into account any resources you will need to complete those steps.
8. Mentor observations and feedback (7 min.)
  - Invite your mentor to further question, reflect upon, discuss with, encourage, or advise you as she sees fit.
9. Conclude mentoring session (2 min.)
  - Set date and time for next meeting.
  - Is there any Action Plan deadline before your next meeting?
  - End in prayer. You both have so many reasons to be grateful!



## APPENDIX H: MEETING RECORD (SAMPLE)

*This is for personal use only and it is not for submission to GIVEN. It is intended to help you track your mentee's progress in order to better assist her during mentoring sessions. Mentors will be provided a link to submit notes from their mentoring sessions.*

MENTEE'S NAME:	
Pray, check in and meeting focus (9 min.) 1. 2.	
Results from prior Action Plan tasks (2 min.)	
Discuss challenges, possible solutions, and support needed (7 min.)	
Reflect on progress made (3 min.)	
Tasks for the upcoming month (3 min.)	
Mentor observations and feedback (7 min.)	
End with prayer	
Next meeting date	Phone/Video Call / Face to Face

## APPENDIX I: MENTEE FAQ

### **Can I change my Action Plan?**

We want you to be receptive to the direction of the Holy Spirit and at times you may feel prompted to develop your Action Plan in a different way. If the idea for your plan has changed, you need to meet with an Action Plan Strategist and fill out the Action Plan Re-proposal Form by June 30th. Please know that a brand new plan from the original proposal will have to be re-approved by GIVEN. Natural changes, new developments or “tweaks” to your Action Plan that still fall under the same idea can be worked out with your Mentor during your mentorship, and may not need to be re-proposed.

### **After meeting with my mentor and praying about it, I discerned we may not be a good fit.**

#### **Can I request a different mentor?**

We want this experience to be a fruitful one for you. If you think that you and your mentor may not be a good match, please contact GIVEN Staff to go over your concerns. If no resolution is found, we will do our best to pair you with a different mentor.

#### **Can I have more than one mentor?**

No. The mentor you have been assigned will accompany you for the months after the Forum providing you with guidance for personal, professional and spiritual growth and to aid in the launch of your Action Plan. If there are particular skills that are needed to help develop certain details of your Action Plan, you can meet with an Action Plan strategist.

### **I am having a hard time with my Action Plan and may not be able to have it successfully executed by May. What should I do?**

If you anticipate having trouble completing your Action Plan by the deadline, please speak with your mentor about the obstacles you are encountering. We want to ensure you have all you need to launch your Action Plan and we will work with you to provide you with the tools you need. If there is anything specific that you are needing help with, please contact the Mentoring Program Director.

#### **Can I have an extension on my Action Plan?**

The Action Plan must be launched or have major components in motion (per GIVEN's approval) by the end of the Art of Accompaniment mentorship year in May 2025. An important element in the mentoring relationship is to help the Plan develop or to “ripen.” We encourage you to work with your mentor throughout the year to make the necessary adjustments to complete the most important parts of your Action Plan. After the mentoring year, keep us up to date on your progress. As an alumna, you have the benefit of one-time mentoring conversations after completion of the program.





GIVEN

*The GIVEN Institute is a not-for-profit organization dedicated to activating the gifts of young adult women for the Catholic Church and the world. We inspire and equip the next generation of female leaders to “receive the gift that they are; realize the gifts they’ve been given; and respond with the gift that only they can give.” Through leadership training, faith formation, and dedicated mentoring, GIVEN forms women for mission and for life. We are faithful to the Magisterium and entrusted to Our Lady of Guadalupe, Mother of the New Evangelization.*

