



The Mentorship Program

Praeliscere
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Table of Contents

Mentoring Program Overview	3
Mentoring Program: Meeting One	4
Mentoring Program: Meeting Two	5
Mentoring Program: Meeting Three	6
Mentoring Program: Meeting Four	8
Mentoring Program: Meeting Five	10
Mentoring Program: Meeting Six	11
Mentoring Program: Meeting Seven	12
Mentoring Program: Meeting Eight	13
Mentoring Program: Meeting Nine	14
Mentoring Program: Meeting Ten	15
Mentoring Program: Meeting Eleven	16
Mentoring Program: Meeting Twelve	18
Digital Format	19



Mentoring Program Overview

We're thrilled to have you as part of our mentorship program! This resource is designed to guide through key developmental areas. Individuals are encouraged to bring additional topics to discuss during their twice-monthly meetings.

The six-month duration is intended to support meaningful progress toward the mentees goals and address key challenges. While also allowing time to build a strong mentor mentee relationship and foster open, productive dialogue.

Meeting Structure

Each meeting will have:

- A brief overview to best plan appropriate time
- A defined agenda
- Pre and post work when applicable

If the mentee is in a management position, additional questions may be identified to talk through (Management Lens Questions).

Format: Virtual or In Person

All assessments and exercises in this mentoring program require **minimal preparation**.

It is recommended that both the mentor and mentee complete the assessments to best be able to have dialogue during the assessment reflections.

Program Resources

There are **resources** (exercises and assessment reflections) built into the program to be utilized that are all complimentary through [Praeliscere's website](#). There are additional resources and tools with Praeliscere beyond those identified in this program that can deepen understanding and reinforce application. Tools and resources may include short videos, learning delivery guidance, presentation decks, and reinforcement resources.

Explore Praeliscere's resources at: <https://praeliscere.com/>

Lead Mentoring Program Facilitator Note

This Mentoring Program is a foundational tool designed to be flexible to best support the goals for your mentoring program or the mentees needs. Lead Mentoring Program Facilitators are encouraged to use professional judgment when selecting exercises, agendas, session pace, and including relevant topics to their company or team into the program.



Mentoring Program - Meeting One

MEETING ONE PREWORK

Develop career and personal goals for:

- 6 months (some specific to the mentoring program)
- 1 year
- Long-term goals

Utilize the SMART goals framework when creating your goal draft.

MEETING ONE AGENDA

- Review of Mentee Intake and Mentor Application Forms (one each individual already completed)
- Discuss careers and personal goals identified
- Confirm and edit SMART goals
- Preview next meeting focus - Strengths (Prewrite assigned)

MEETING ONE OVERVIEW

Assessment Name: Review of Mentee Intake and Mentor Application Forms

Estimated Time: 30-45 minutes

Assessment Name: Career Goals and Personal Goals

Estimated Time: 30-45 minutes

Total Estimated Meeting Time: 60–90 minutes

SUPPORT BEYOND THIS WORKBOOK

This workbook has support resources and tools available on [Praeliscere's website](https://praeliscere.com/) that are designed to deepen understanding and reinforce application. Tools and resources may include short videos, learning delivery guidance, presentation decks, and reinforcement resources.

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Mentoring Program - Meeting Two

MEETING TWO PREWORK

- Strengths Assessment
- First section to Strengths Assessment Reflection (Individual Reflection Questions for Self-Assessment)

Note: While Praeliscere does not provide the assessment directly, many reputable versions are available online at no cost. Unsure which one to select? Reach out—we're happy to recommend trusted assessment options to get you started.

MEETING TWO AGENDA

- Strengths Assessment Reflection (Group Discussion Questions and Management Lens Discussion Questions if applicable)
- Preview next meeting focus - Applying Strengths to Goals

MEETING TWO POST-WORK

- Complete the final section of the Strengths Assessment Reflection (Post Group Discussion Reflection Questions)

MEETING TWO OVERVIEW

Assessment Name: Strengths Assessment Reflection

Estimated Time: 20-30 minutes

Assessment Name: Management Lens Questions (if applicable)

Estimated Time: 15-20 minutes



Mentoring Program - Meeting Three

MEETING THREE AGENDA

Strengths Assessment Exercise - Applying Strengths to Goals

- **Strengths Assessment Exercise - Applying Strengths to Goals**
 - Utilize the goals that were identified earlier in the program
 - Work through the exercise to intentionally apply your strengths to the goals
- **Non-Management Lens Questions:**
 - Which strength(s) do you think will assist the most with accomplishing your goals?
 - Which strength(s) do you think you have used the most prior with goal accomplishments?
 - Are certain strength(s) being under utilized?
 - How do you think you can apply one of your strengths more intentionally?
- **Management Lens Questions:**
 - How do you think your team can apply their strengths to assist with their individual goals? What about team and organizational goals?
 - Where do you think you're over using your strengths when it comes to goal completion? Where might you be under utilizing?
 - How do you think your own strengths are showing up to help team members accomplish their goals?

Note: Management lens questions should be discussed when the mentee has people management responsibilities.

Problem Solving and Creative Thinking

- Explore how strengths can increase efficiency, effectiveness, and innovation when it comes to these two topics
- **Non-Management Lens Questions:**
 - Moving forward, how do you think your strengths can help improve solving problems?
 - How do you think your strengths have helped with creativity? What about hindered?
 - Identify a current problem at work. How can you apply your strengths to resolving the problem?
 - If your team members found their top strengths too, how may this further help with problem solving and creative thinking?
- **Management Lens Questions:**
 - How can you moving forward help include strengths of yours and your team with problem solving? What about with creative thinking? How can you lead by example?
 - How can having a variety of strengths help with problem solving? If a lower variety of strengths, how can this hinder problem solving?
 - How will you make sure individuals with certain strengths aren't overpowering problem solving or creative thinking?



Mentoring Program - Meeting Three

Note: Management lens questions should be discussed when the mentee has people management responsibilities.

- Preview next meeting focus - Conflict (Pework assigned)

MEETING THREE OVERVIEW

Assessment Name: Strengths Assessment Exercise - Applying Strengths to Goals

Estimated Time: 30-45 minutes

Assessment Name: Non Management or Management Lens Questions

Estimated Time: 15-20 minutes

Assessment Name: Problem Solving and Creative Thinking Discussion Questions

Estimated Time: 15-20 minutes

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Mentoring Program - Meeting Four

MEETING FOUR PREWORK

- Conflict Management Style Assessment
- First section to [Conflict Management Style Assessment Reflection](#) (Individual Reflection Questions for Self-Assessment)

Note: While Praeliscere does not provide the assessment directly, many reputable versions are available online at no cost. Unsure which one to select? [Reach out](#)—we're happy to recommend trusted assessment options to get you started.

MEETING FOUR AGENDA

Conflict Management Style

- [Conflict Management Style Assessment Reflection](#) (Group Discussion Questions and Management Lens Discussion Questions if applicable)

Workplace Politics Discussion Questions

- Workplace politics can have a significant impact with how conflict is handled. A lot of emotions with workplace politics can come to mind. Talking through some or all of these questions below can help walk through these emotions and develop a strategy.
 - When has there been a time when work politics affected an outcome of a situation/conflict? How did you or could you have handled the situation more constructively?
 - Have you utilized work politics in exchange to benefit you? How might this have negatively impacted your colleagues?
 - What is your process in deciding if to stay quiet or speak up when conflict occurs with workplace politics?
 - What strategies do you utilize or have you heard of to help maintain positive relationships when workplace politics occur?
- Preview next meeting focus - Leadership (Prewrite assigned)

MEETING FOUR POST-WORK

Complete the final section of the [Conflict Management Style Assessment Reflection](#) (Post Group Discussion Reflection Questions)

MEETING FOUR OVERVIEW

Assessment Name: Conflict Management Style Assessment Reflection

- **Estimated Time:** 20-30 minutes



Mentoring Program - Meeting Four

MEETING FOUR OVERVIEW (Continued)

Assessment Name: Management Lens Questions (if applicable)

Estimated Time: 15-20 minutes

Assessment Name: Workplace Politics Discussion Questions

Estimated Time: 15-20 minutes

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Mentoring Program - Meeting Five

MEETING FIVE PREWORK

- Leadership Style Assessment
- Leadership Style Assessment Reflection (Individual Reflection Questions for Self-Assessment)

Note: While Praeliscere does not provide the assessment directly, many reputable versions are available online at no cost. Unsure which one to select? Reach out—we're happy to recommend trusted assessment options to get you started.

MEETING FIVE AGENDA

- Leadership Style Assessments Reflection (Group Discussion Questions and Management Lens Discussion Questions if applicable)
- Preview next meeting focus - Communication (Pework assigned)

MEETING FIVE POST-WORK

- Complete the final section of the Leadership Style Assessments Reflection (Post Group Discussion Reflection Questions)

MEETING FIVE OVERVIEW

Assessment Name: Leadership Style Assessment

Estimated Time: 20-30 minutes

Assessment Name: Management Lens Questions (if applicable)

Estimated Time: 15-20 minutes

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Mentoring Program - Meeting Six

MEETING SIX PREWORK

- Communication Style Assessment
- Communication Style Assessment Reflection (Individual Reflection Questions for Self-Assessment)

Note: While Praeliscere does not provide the assessment directly, many reputable versions are available online at no cost. Unsure which one to select? Reach out—we're happy to recommend trusted assessment options to get you started.

MEETING SIX AGENDA

- Communication Style Assessment Reflection (Group Discussion Questions and Management Lens Discussion Questions if applicable)
- Preview next meeting focus - Emotional Intelligence (Pework assigned)

MEETING SIX POST-WORK

- Complete the final section of the Communication Style Assessment Reflection (Post Group Discussion Reflection Questions)

MEETING SIX OVERVIEW

Assessment Name: Communication Style Assessment Reflection

Estimated Time: 20-30 minutes

Assessment Name: Management Lens Questions (if applicable)

Estimated Time: 15-20 minutes



Mentoring Program - Meeting Seven

MEETING SEVEN PREWORK

- [Emotional Intelligence 360-Degree Assessment](#) (Try to gather as many individual contributor slots on the assessment as possible)
- [Emotional Intelligence 360-Degree Assessment Reflection](#) (Individual Reflection Questions for Self-Assessment)
- Complete the Self Evaluation Form ([Mentor](#) or [Mentee](#)) (optional to share any insights)

Note: While Praeliscere does not provide the assessment directly, many reputable versions are available online at no cost. Unsure which one to select? [Reach out](#)—we're happy to recommend trusted assessment options to get you started.

MEETING SEVEN AGENDA

- Discussion anything want to share from the Self Evaluation Forms
- [Emotional Intelligence 360-Degree Assessment Reflection](#) (Group Discussion Questions and Management Lens Discussion Questions if applicable)
- Self Evaluation Form ([Mentor](#) or [Mentee](#)) (optional to share any insights)
- Preview next meeting focus - Personality Types (Pework assigned)

MEETING SEVEN POST-WORK

- Complete the final section of the [Emotional Intelligence 360-Degree Assessment Reflection](#) (Post Group Discussion Reflection Questions)

MEETING SEVEN OVERVIEW

Assessment Name: Emotional Intelligence 360-Degree Assessment Reflection

Estimated Time: 20-30 minutes

Assessment Name: Non Management or Management Lens Questions

Estimated Time: 15-20 minutes

Assessment Name: Mentor or Mentee Self Evaluation Form (optional)

Estimated Time: 10-15 minutes



Mentoring Program - Meeting Eight

MEETING EIGHT PREWORK

- Personality Types Assessment
- [Personality Types Assessment Reflection](#) (Individual Reflection Questions for Self-Assessment)

Note: While Praeliscere does not provide the assessment directly, many reputable versions are available online at no cost. Unsure which one to select? [Reach out](#)—we're happy to recommend trusted assessment options to get you started.

MEETING EIGHT AGENDA

- [Personality Types Assessment Reflection](#) (Group Discussion Questions and Management Lens Discussion Questions if applicable)
- Feedback on Mentorship Program
 - What has gone well
 - What could be improved or adjusted moving forward
 - Goal progress (specifically 6 month goals)
- Preview next meeting focus - Appreciation and Recognition (Prework assigned)

MEETING EIGHT POST-WORK

- Complete the final section of the [Personality Types Assessment Reflection](#) (Post Group Discussion Reflection Questions)

MEETING EIGHT OVERVIEW

Assessment Name: Personality Types Assessment Reflection

Estimated Time: 20-30 minutes

Assessment Name: Management Lens Questions (if applicable)

Estimated Time: 15-20 minutes

Assessment Name: Feedback on Mentorship Program

Estimated Time: 15-20 minutes



Mentoring Program - Meeting Nine

MEETING NINE PREWORK

Employee Appreciation and Recognition

MEETING NINE AGENDA

- **Employee Appreciation and Recognition** (Review responses for Appreciation and Recognition)
- **Non-Management Lens Questions:**
 - Did you notice how you show appreciation to others tends to be your preferences? How will you adjust showing appreciation to others in the future?
 - When have you felt the most valued in the workplace? Why do you think it was the most impactful?
 - How does lack of appreciation or recognition affect your engagement or motivation at work? How does your engagement and motivation improve when appreciation or recognition is happening and to your preferences?
 - How can you show appreciation more towards your coworkers? How can you show recognition more towards your coworkers?
- **Management Lens Questions:**
 - How will you adjust delivering appreciation and recognition to your team member? What were you already doing that you will maintain?
 - How do you balance fairness when it comes to preferences with appreciation and recognition?
 - What behaviors will you maintain/instill related to recognition and appreciation for your team?
 - How will you make sure recognition is a variety of areas with growth, outcomes, and impact?
 - How could you encourage more appreciation across your team from all team members?

Note: Management lens questions should be discussed when the mentee has people management responsibilities.

- Preview next meeting focus - Personalized Staff Insights

MEETING NINE OVERVIEW

Assessment Name: Employee Appreciation and Recognition Review

Estimated Time: 10-15 minutes

Assessment Name: Non Management or Management Lens Questions

Estimated Time: 15-20 minutes



Mentoring Program - Meeting Ten

MEETING TEN AGENDA

- **Personalize Staff Insights Hub** (Review website information on different Personalized Staff Insights)
- **Non-Management Lens Questions:**
 - What stood out to you the most from the Personalized Staff Insights?
 - What actions can you take moving forward or maintain that you already do with coworkers to improve communication, culture, and productivity? What is one thing you can start doing now?
 - How do you think these insights can assist with improving misunderstandings or conflict?
 - How can you let others know your preferences in these areas while encouraging others to share their preferences?
- **Management Lens Questions:**
 - How can these insights help you better lead, grow, and support your team?
 - How can you adjust trainings, communication, and coaching moving forward?
 - How can these insights improve team engagement? Improve collaboration?
 - How could these insights help reduce conflict?
 - What is one action you can do moving forward using these insights?

Note: Management lens questions should be discussed when the mentee has people management responsibilities.

- Preview next meeting focus - Networking, Relationship Building, and Worklife Balance (Pework assigned)

MEETING TEN OVERVIEW

Assessment Name: Personalized Staff Insights Review

Estimated Time: 10-15 minutes

Assessment Name: Non Management or Management Lens Questions

Estimated Time: 15-20 minutes



Mentoring Program - Meeting Eleven

MEETING NINE PREWORK

- Create a relationship map ready to share with your mentor

MEETING ELEVEN AGENDA

Networking and Relationship Building

- **Relationship Map**
 - Share and discussion your relationship map
 - What is the one action this month you plan to do?
 - Who do you step back from over investing in the relationship? Who do you need to develop further?
- **Networking and Relationship Building Discussion**
 - Networking is key throughout someone's career and needs to be made a consistent priority.
 - Relationship building with the individuals you've networked with can help maintain and build professional connections.
- **Non-Management Lens Questions:**
 - How are you growing professional relationships? How are you maintaining them?
 - What challenges are you facing with networking? Where are you excelling?
 - Give an example in your career when professional relationships positively influenced your growth. How may have these professional relationships hindered your career?
- **Management Lens Questions:**
 - How do you encourage professional relationship building for your team? How do you build this for yourself? What about for cross functional or external relationships?
 - How can you grow your networking with other individuals in management? What are some challenges you're facing with this and how could you possibly resolve?
 - What are some challenges with trying to lead your team and balance professional relationships at work? How do you think you can navigate them better? What do you think your leader could do to support you with this?

Note: Management lens questions should be discussed when the mentee has people management responsibilities.

Work life Balance

- **Non-Management Lens Questions:**
 - How do you define healthy work life balance? How do you think this differs from others?
 - How do you think someone's work orientation can affect their view on work life balance?
 - Do you feel frustrated currently with work life balance? What do you think could help improve if feeling frustrated?
 - What future boundaries will you do moving forward?



Mentoring Program - Meeting Eleven

- **Management Lens Questions:**

- How are your work life boundaries impacting team culture? What about specific individuals on the team?
- What expectations are you setting that may not produce a healthier work life balance for your team? What are you doing well in this area with your team?
- How are the expectations with your leadership impacting your work life balance? Where is it excelling and may need adjustments?
- What is one change you can make for your team to support more work life balance (if needed)? What about with your leaders for yourself?

Note: Management lens questions should be discussed when the mentee has people management responsibilities.

- Preview next meeting focus - Mentoring Program Wrap Up

MEETING ELEVEN OVERVIEW

Assessment Name: Relationship Map Review and Discussion Questions

Estimated Time: 15-20 minutes

Assessment Name: Networking and Relationship Building Discussion Questions

Estimated Time: 10-15 minutes

Assessment Name: Worklife Balance Discussion Questions

Estimated Time: 10-15 minutes

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Mentoring Program - Meeting Twelve

MEETING TWELVE PREWORK

- Complete the Self Evaluation Form (Mentor or Mentee) (optional to share any insights)

MEETING TWELVE AGENDA

- **6 Month Goal Check In**
 - Reflection on progress and completion of 6 month goals
 - Identify next steps related to goals
- **Post Mentoring Program Feedback Review**
 - Review the feedback form
 - Share and talk through any questions regarding the feedback form
 - Discuss any topics related to the mentoring program or the feedback form together

Notes: Completion and submission of feedback form is recommended post meeting to encourage more transparent and honest feedback.

- **Self Evaluation Form** (Mentor or Mentee) (optional to share any insights)
- **Closing Discussion Questions**
 - What is one insight you plan or have already brought into your work?
 - What is an area you plan to dive deeper into?
 - What is something you feel more confident about since starting this program?

MEETING TWELVE POST-WORK

- Post Mentoring Program Feedback

MEETING TWELVE OVERVIEW

Assessment Name: 6 Month Goal Check In

Estimated Time: 10-15 minutes

Assessment Name: Post Mentoring Program Feedback Review and Closing Discussion Questions

Estimated Time: 15-20 minutes

Assessment Name: Mentor or Mentee Self Evaluation Form (optional)

Estimated Time: 10-15 minutes



Post Mentoring Program

Thank you for participating in the mentoring program. We appreciate your time, commitment, and support of growth and development.

Digital Format

Downloadable PDFs of all documents discussed in this workbook are available through the links below.

[Employee Appreciation and Recognition](#)

[Mentee Intake Form](#)

[Mentor Application Form](#)

[Mentee Self Evaluation Form](#)

[Mentor Self Evaluation Form](#)

[Post Mentoring Program Feedback](#)

[Emotional Intelligence 360-Degree Assessment](#)

[Strengths Assessment Exercise - Applying Strengths to Goals](#)

[Communication Style Assessment Reflection](#)

[Conflict Management Style Assessment Reflection](#)

[Emotional Intelligence 360-Degree Assessment Reflection](#)

[Leadership Style Assessments Reflection](#)

[Personality Types Assessment Reflection](#)

[Strengths Assessment Reflection](#)

Praeliscere

Praeliscere is dedicated to people and talent development, empowering organizations to build more effective workplaces where connections thrive, communication flows, and potential is realized. Through this work, we spark meaningful change and create lasting impact for both organizations and society.

Further resources and information can be found on [Praeliscere's website](#).

Contact Information

Reach out through our [contact form](#) or email us directly at kmclain@praeliscere.com to discuss any questions or support.

Disclaimer: Program does not guarantee results.



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