



Introduction to mentoring program

Active Mind

Designed by [Elias Kalyvas](#)

What mentoring is?



Targeting



Support



Orientation



Knowledge
evacuation



Motivation



Leadership
development

Mentoring

Is a structured collaborative relationship, aimed at developing the person who receives it, the mentee.

Presuppose

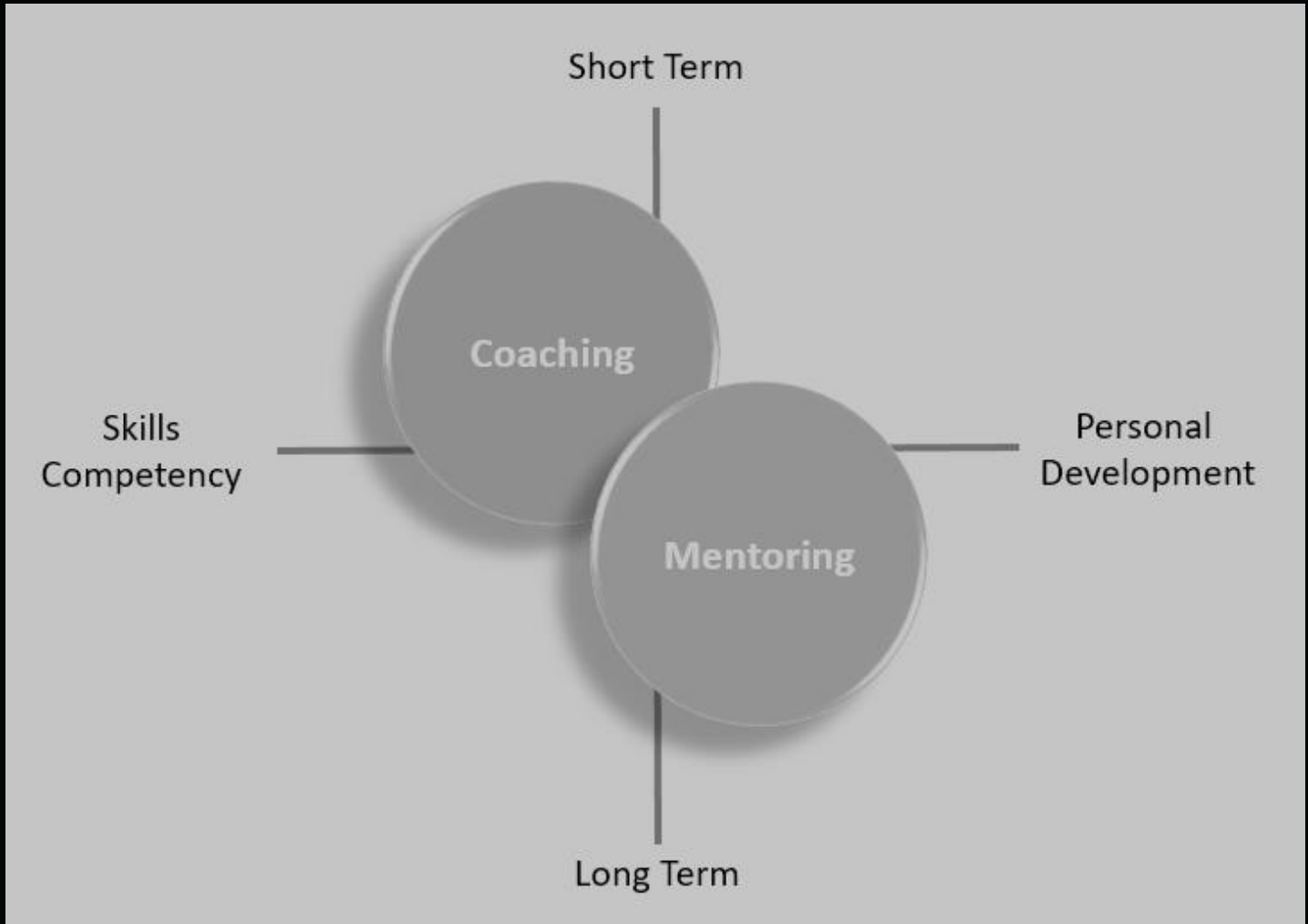
The will on the part of both the mentor and the mentee, to establish and continuously cultivate a unique relationship of trust and respect.

Offer

Life experience that demystifies difficulties and creates conditions for growth and progress. It is confidential, cooperative and helpful.

Mentoring is one of those great programs that can be used to boost individuals in different skills as well as to help organizations fill their gaps or deficiencies: values and culture, workforce models, diversity and inclusion, retention, and job satisfaction – to name a few.

Mentoring vs. Coaching



Mentoring & Coaching, these two approaches of improving your performance and expertise are sometimes mixed up and even used interchangeably. However, there are several key differences separating mentoring from coaching.

The mentor focuses on the individual's needs, and the discussion concerns **general issues** of the mentee's professional life. The mentor guides the mentee in the right path to **help** them achieve their goals. The process is structured.

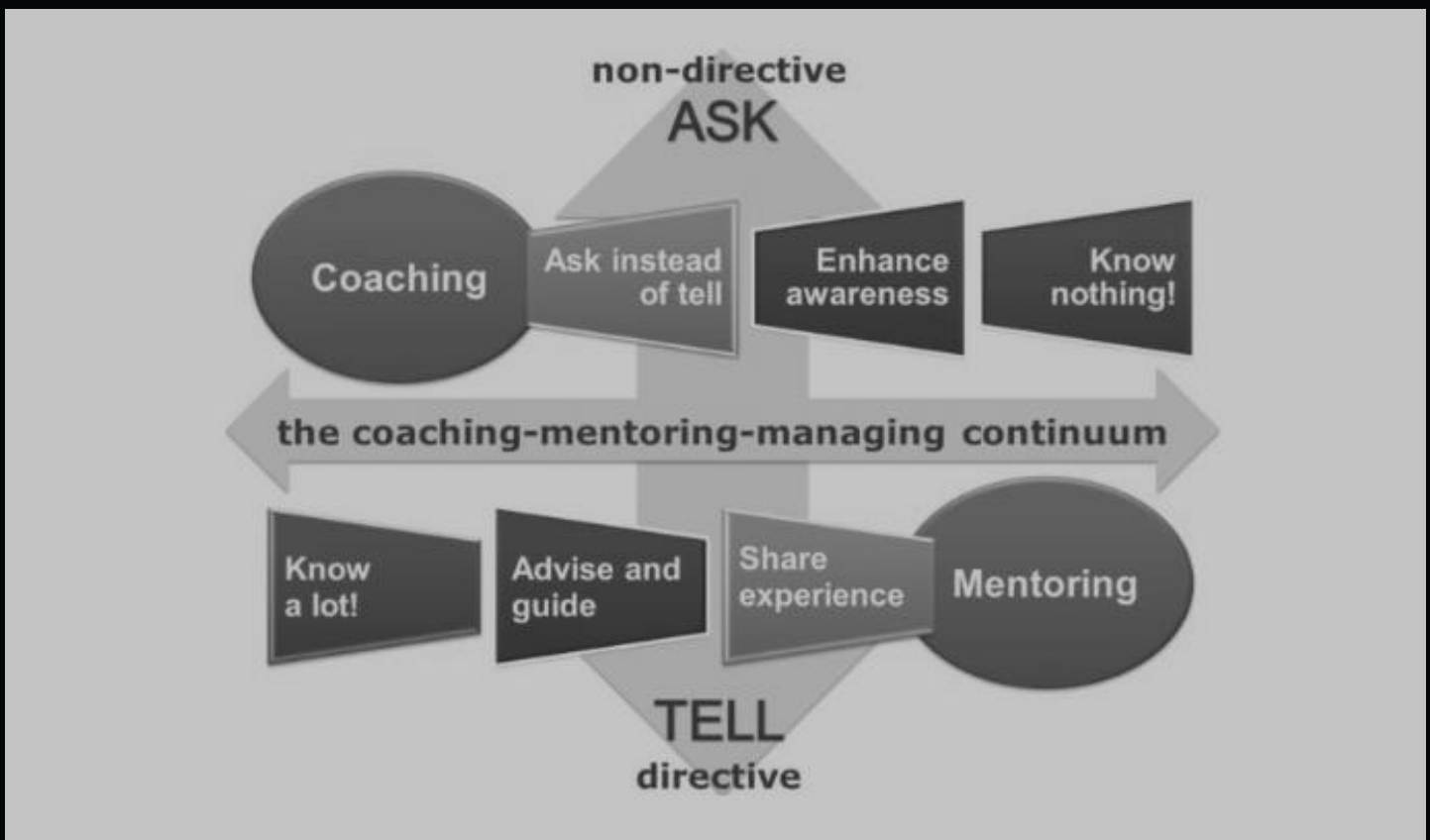
The coach targets specific **areas** and **skills**, so that the coachee can **improve** their performance. Coaching is more performance-driven and goal-oriented. The process is immediate.

The Definitions of Coach and Mentor

“The true secret of giving advice is, after you have honestly given it, to be perfectly indifferent whether it is taken or not and never persist in trying to set people right.”



[Hannah Whitall Smith](#)

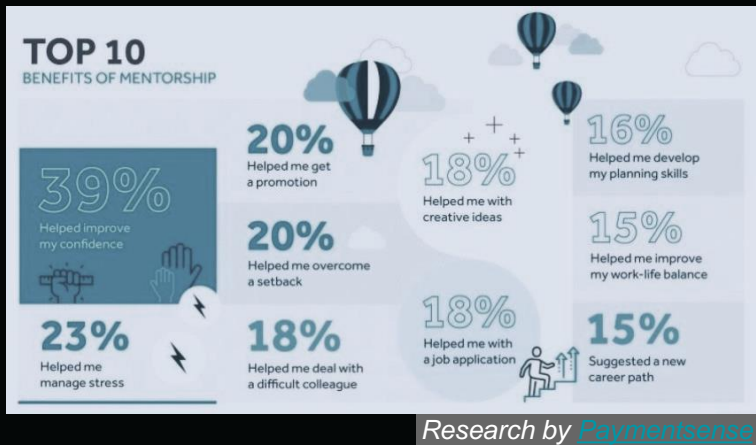


A mentor is someone who uses their knowledge, skills and life experiences, to support the growth and development of a person.

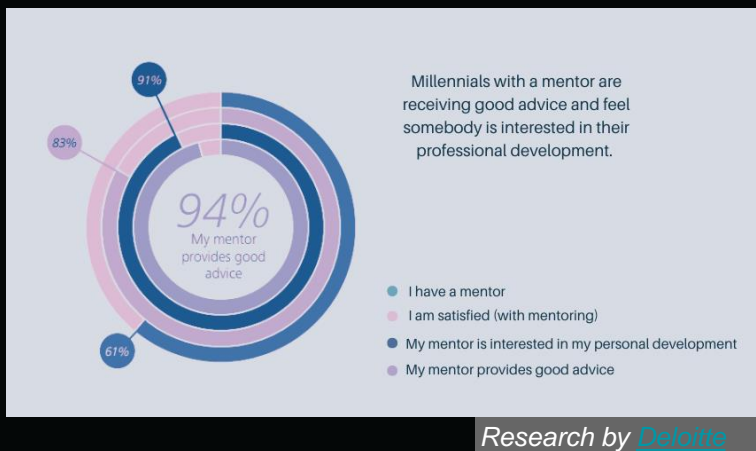
A coach is someone who provides guidance to a client on a specific field and shows them the way to reach the highest level of it. Coach it can be less experienced from its client.

Benefits of mentoring to individuals

Having a mentor is an investment!



The beauty of a mentor/protégé relationship is that it offers a regular source of valuable information. While research and trial and error can help you learn, nothing replaces the guidance of someone who has been there before.

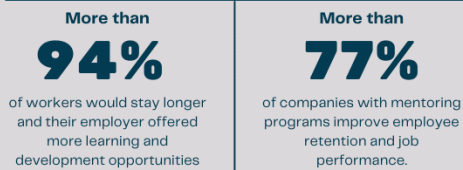


In addition to providing a support system, mentors serve as a sounding board for ideas and tap their own experiences to provide advice. Mentors become your go-to resource for understanding any unforeseen challenges that you could face along the road to success.

Sometimes a great mentor is just someone that helps you think differently. Mentor can help you assess your strengths and weaknesses, as well as to help you develop the abilities for success. It is like a long-range career plan.

Why Is Mentoring in Demand?

Measures of Impact



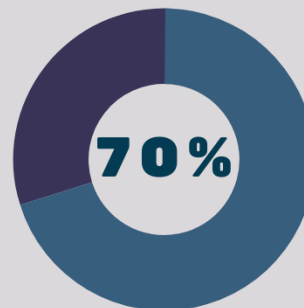
Companies that invest in their people avoid losing great talent. Recent surveys, studies, and reports tend to back that up, as well.

PwC - Gallup - CNBC/SurveyMonkey

Research by [MentorcliQ](#)

The positive outcomes of mentoring stretch far beyond personal development for the people involved in the partnerships. Mentoring in the workplace has huge benefits for the organizations themselves, by solving business challenges.

The new [data](#) underlines the importance of mentoring in a few enlightening ways. Companies with mentoring programs had profits that were 18% better than average, while those without mentoring programs had profits that were 45% worse than the average.



**FORTUNE
500**

RUN MENTORSHIP
PROGRAMS

Research by [Fortune 500](#)

Mentoring is no longer a “nice to have”. It’s essential for businesses that want to thrive within a fast-change world. If the Great Resignation taught us anything, it’s that workers with in-demand skills are willing to walk away from their current employer if it means finding a job that offers a better quality of life.

Active Mind Program

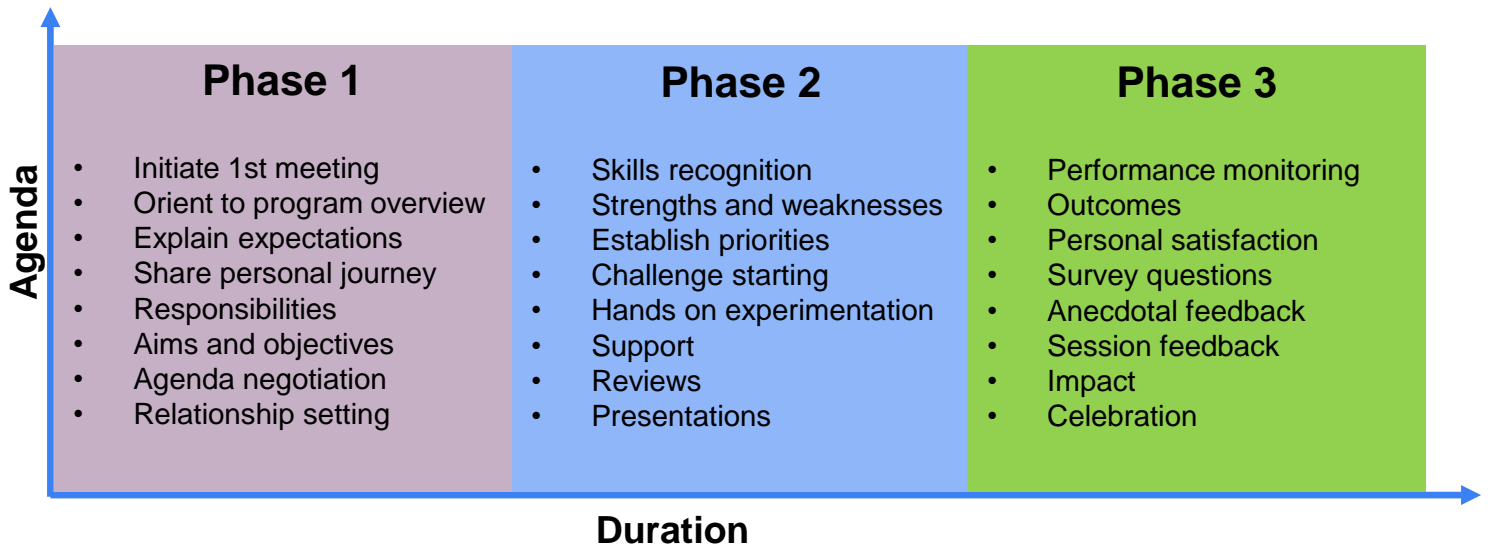


Active Mind is a mentoring program for Learning and Development. It is a holistic training system for individuals and teams. The base of the program combines tools from [neuroscience](#) and [metacognition](#) process. Focused on recognition, understanding and development.

The structure of the program is divided in three stages and can be personalized for any person or company. The philosophy is to respond to different demands and expectations. The action plan is designed to increase engagement and the learning experience to the participants.

The 3 stages

MENTORING TIMELINE



Base

Establish connection. An important part of the system. Acquaintance between mentor and mentee. Approach and explore expectations and goals.

Action

Development implementation. The period of action and synergy. Workshops, feedback, consulting, discussion of new ideas, in an interaction.

Analysis

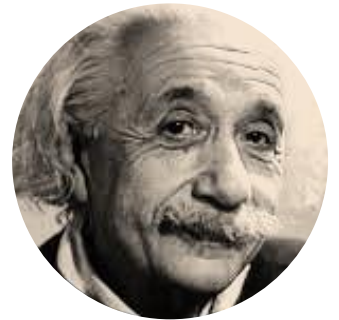
Conclusions and analysis. Measuring progress compared to the initial goals. Mentee to evaluate the mentor in a reverse structured process.

The timescale is dependent on the needs and experience, the nature and complexity of the issue and the quality of the mentoring conversations and actions. All three stages are in a cycled process and connected. Ideally the time period to a complete system is about 6 – 12 months.

#1 Goals exploration

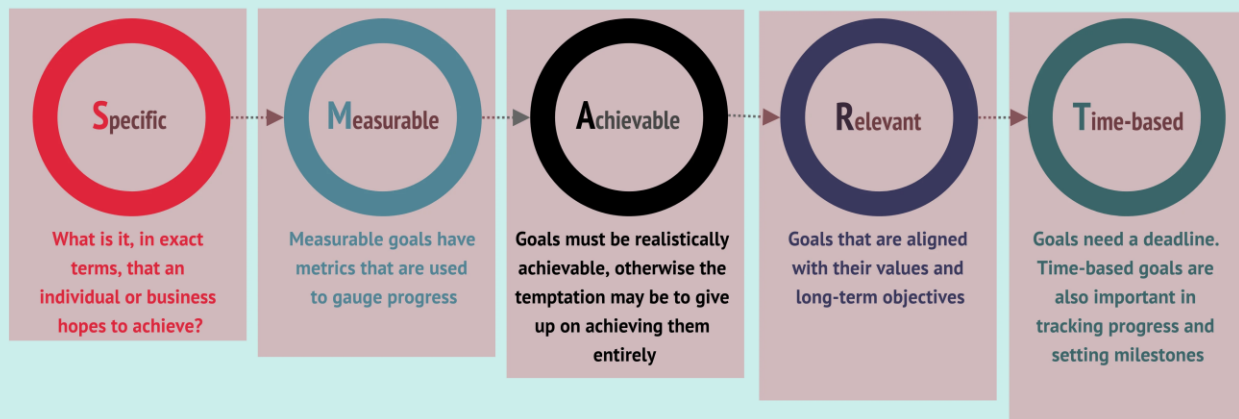
“If you want to live a happy life, tie it to a goal, not to a people or things.”

Albert Einstein



What Are SMART Goals?

A SMART goal is any goal with a carefully planned, concise, and trackable objective. To be such a goal needs to be specific, measurable, achievable, relevant, and time-based. Bringing structure and trackability to goal setting increases the chances goals will be achieved, and it helps align the organization around those goals.



Simple but not easy. The essence of SMART goals is to motivate the individual to take action. All the information gathering is discussed as part of the planning process. The goal setting methodology is used for orientation and the emphasis is given to guide the person to see beyond their comfort zone.

#1 Analysis



Insights provider

When conducting a personal SWOT analysis, first set a goal. Do you want a new job or a new responsibility in your current position? Are you looking for personal growth or to go in a different direction?

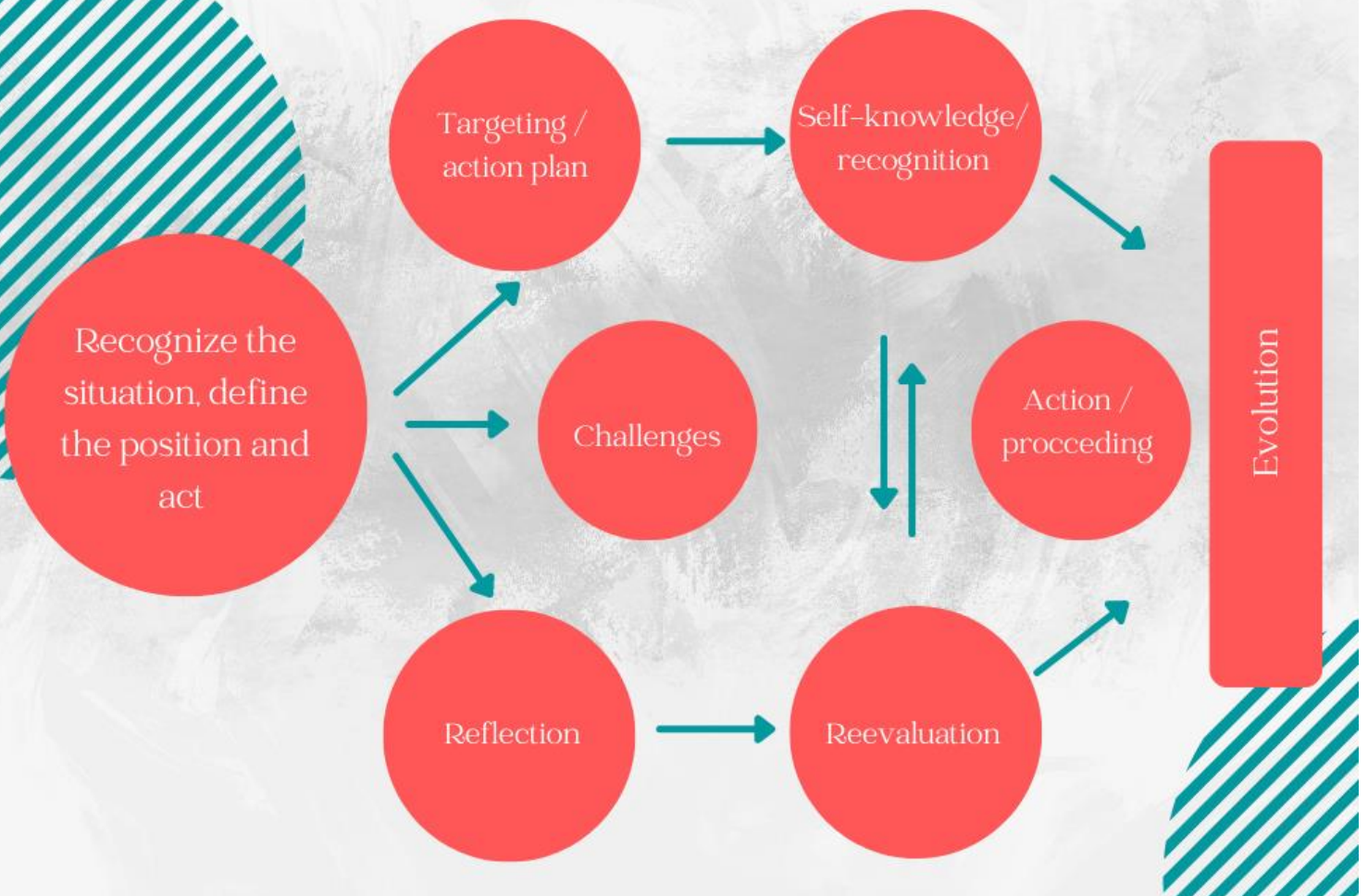
With your goal in mind, ask yourself questions about each of the four areas. It's important to be as honest as possible with your answers. Don't limit yourself to the strengths that you're currently exhibiting in your job.

Strategic plan and goals exploration are an important parameter in identifying one's success, be it professional or personal. A clear understanding of life's purpose and value is a key fundamental to decode the dynamic.

Specific tools and practices are applied during the sessions and the process is structured and creative.

#2 Synthesis

Matrix Examination



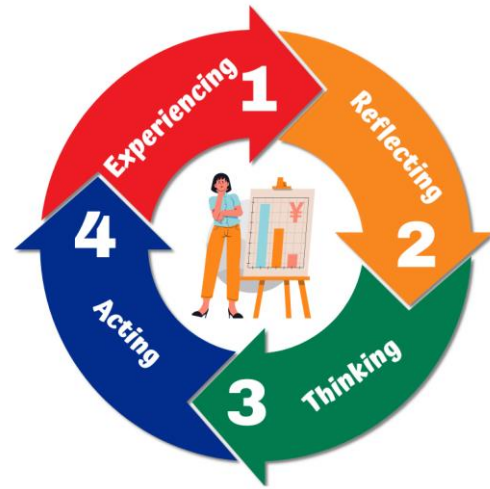
The action is starting. In this [matrix planning](#) the person or the team visualize and evaluate the spheres that affect their decisions/actions. It is a compass that helps to explain all the conditions of the environment, external and internal.

Preparation is the key factor for every success. Humans are synthetic organisms with mental and emotion engagement. Most of the times detached from themselves and the outside world. The use of the matrix model demonstrates to the individuals how to connect emotions, actions with the external sources.

#2 Experiential learning

Learning, development and change

Implementation of the experiential learning cycle. *Holistic* approach, connection logic & emotions. Recognition and active use of life and learning experiences. Constant reflection of new experiences.



The Learning type identification

Diverging (preference for feeling & watching – CE/RO)

Assimilating (preference for thinking & watching – AC/RO)

Converging (preference for thinking & doing – AC/AE)

Accommodating (preference for feeling & doing – CE/AE).

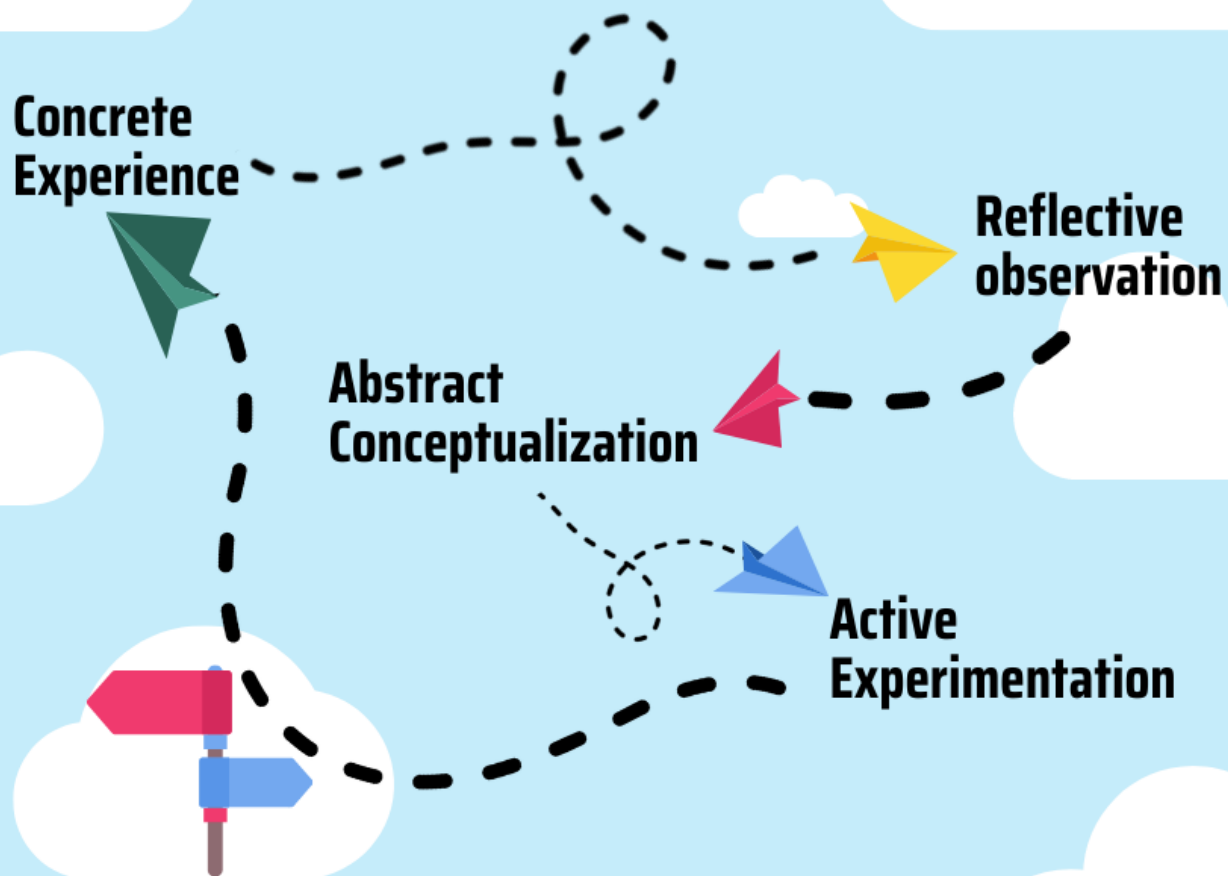


Educational philosopher John Dewey believed that we actually learn more from thinking about our experiences than from the actual experiences themselves. This idea is not new. The practice of examining and reflecting on experiences, or [metacognition](#), dates back to Socrates and continues to be explored by today's neuroscientists.

#2 Experience transformation

KNOWLEDGE CYCLE

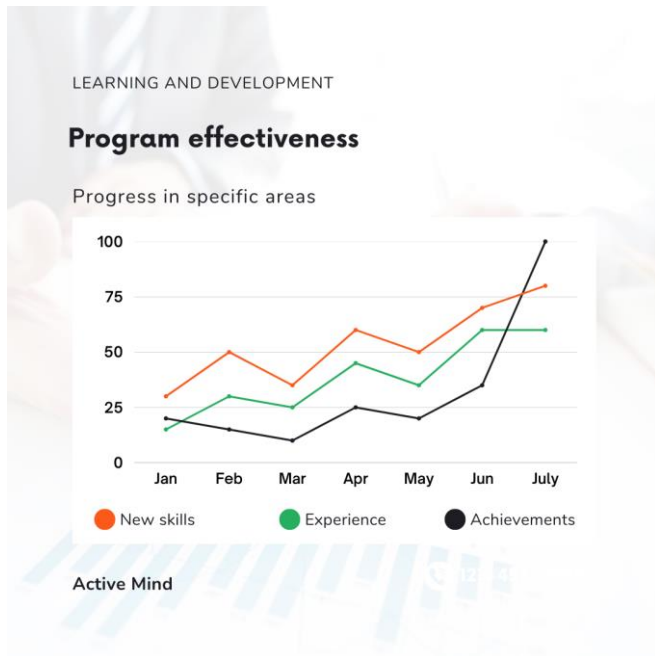
Follow this process to support your life



Cycle of Knowledge means how the flow of knowledge goes in a learning process, starting from a perception of any facts or events to the end as execution. Knowledge is not limited in the world, so it should have a well-organized way to be learned.

Knowledge management cycle is a process of transforming information into knowledge from a person or within an organization, which explains how knowledge is captured and processed. A practical, coherent and comprehensive strategy is required to improve the performance of individuals and organizations [KMC](#).

Assessment: Reactions, Learning, Behavior, Results



The individual or the team evaluates the program and the effectiveness of the mentoring relationship. The forms for the feedback could include: a simple questionnaire, a report or an interview.

Evaluation is a structured process of assessing the quality of the program in different areas. The participants in this 3rd stage of the program summarize all their experiences in an outcome. The added value of the program is to be a milestone achievement for the mentee.

Form evaluation example

The rate of the answers are in the scale 1 to 5 (minimum - maximum)

	Very Poor	Poor	Good	Very Good	Excellent
How would you rate the L&D program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you describe the quality of your experience as a participant in the program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshops were	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you describe the your relationship with your mentor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you describe the results of your gained skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

← PREVIOUS

NEXT →

Mentoring is a journey, not a destination, and it will be important to evaluate the program along the way rather than at a fixed point at the end of the mentoring program. During the learning system and in specific timeline periods the participants review the methods of the program. We use the [Kirkpatrick's model](#).

Mentorship Agreement.

A mentorship agreement is a document where the mentor and mentee define their specific goals and responsibilities, for the duration of their relationship. It outlines clear expectations of each participant.

- The agreement form include contact information (preferred methods and time), establish a meeting schedule, objectives of both parties, set progress check dates, and a termination date. **After this is negotiated and completed, you are ready to start your mentoring partnership.**
 - Aim of the Project – Goals: The mentor and mentee will agree and write down the goals at the first two meetings. These goals will be reviewed frequently and will form the basis for the evaluation of the project at the end of the contract. The sessions will concentrate on developing the mentee’s specific needs and expectations.
 - Development planning - Delivery Process: From the beginning of the synergy the mentee will know the structure of the L&D system. The using materials, workshops, surveys, reviews and evaluations, as wells as the stages of the process.
 - Scheduling – Timescale: Meeting frequency (duration, location - type of meetings) and the time period of the program will be discussed and agreed.
 - Obligations for both mentor and mentee: In a frame of ethics, professionalism and responsibility the two parts (mentor – mentee) will agree to specific commitments.
 - Confidentiality & Copyright of Materials: All information and content shared between the Mentor and Mentee shall be confidential. Any sensitive issues that discussed will be held in the strictest of confidence.
- The main challenge facing of partnership is time commitment. Keep in mind that the agreement is taken on in professional and personal schedule and the mentoring partnership requires time, energy and work to ensure success. To help balance these aspects, a tight agreement as well as structured meetings can minimize wasted time and energy. Upon entering the partnership, you have already guaranteed your commitment, so you simply need tools to follow through.

PLEASE be aware, a good mentorship agreement it can help participants define what they want to accomplish and lead to a more successful outcome.

About me!



My name is [Elias Kalyvas](#), with my wife Ioanna we have four children.

The phrase that motivates me is from the French thinker Michel de Montaigne:

Que sais je? (What can I know?).

What characterizes me?

- The passion for knowledge, the interest in progress, and the new horizons exploration.

What inspires me?

- The challenge to create. The ability to offer and transmit my knowledge for change and development.