



MENTORING GUIDANCE

FOR EFFECTIVE CONVERSATIONS

CORE MENTORING PRACTICES



Keep Conversations Productive

- Begin each meeting with the mentee's goal
- Reflect back what you hear to clarify understanding and avoid drift.
- End every session by listing action items and scheduling the next check-in.

Stay Goal-Oriented

- Anchor each discussion in the current cycle theme or professional-growth target.
- If talk wanders, re-link it to the goal ("How does this connect to your students' engagement target?").
- Reserve 5 minutes at the end for "Did we meet today's purpose?"



COMMUNICATION & CONSISTENCY

Use Simple, Frequent Channels

- Quick texts over long emails for responsiveness.
- Weekly end-of-week "How's it going?" check-ins sustain momentum.
- Shareable Docs or a toolkit allows live note-taking so both can see progress.



Build Trust and Respect

- Let the mentee set some agenda items.
- Balance listening with resource-sharing.
- Express appreciation for effort—small acknowledgments strengthen the connection.

MENTOR SUSTAINABILITY

Protect Your Energy

- Share ideas that also re-energize you—joint lesson planning, co-designing activities, or testing new CS tools.
- Celebrate classroom wins ("students' excitement fills our cup").
- Attend PD together to refresh practice and model lifelong learning.

Reflect Together

- Ask, "What felt like a success this week?" or "What would you adjust next time?"
- Keep a shared reflection log



MENTORING CONVERSATION TIPS

- 1 Start:** "What goal or outcome do you want to move forward today?"
- 2 During:** Reflect and realign. Mirror back key ideas, note progress since the last meeting, and link insights to classroom impact or student outcomes.
- 3 Closing:** Commit to action. Summarize next steps aloud, set one measurable goal for the next check-in, confirm the meeting date, and capture updates in shared notes.



This project is supported by the National Science Foundation (NSF) under Grants No. 2031314 and 2318232. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the NSF.

Suggested citation (APA): Computer Science Teachers Association. (2025). Mentoring Guidance for Effective Conversations [Infographic]. Retrieved from <https://csteachers.org/mentors>

