



# MENTORING CONVERSATION

Protocol

A step-by-step structure for mentoring meetings

## 1 START HUMAN (5-10 MINS)

**Purpose:** Build trust and create space for honesty.

Begin by checking in as people, not just professionals.

- “How are things going?”
- “How’s life been since we last talked?”
- “Anything weighing on you this week?”



Listen first. This is often where the most important context surfaces. When it feels right, transition intentionally to the work.

**Transition cue:**

“Do you want to shift into what’s been happening in your classroom?”

## 2 RECONNECT TO THE GOAL (5 MINS)

**Purpose:** Anchor the conversation so it doesn’t drift.

Bring the current cycle goal or mini-goal into view.

- “Last time, you were working toward \_\_\_\_.”
- “Does that still feel like the right focus today?”
- “Is there anything new that’s shifted your priorities?”



If the goal needs adjusting, name that explicitly. Flexibility is part of effective mentoring.

## 3 EXPLORE WHAT’S HAPPENING IN PRACTICE (15-20 MINS)

**Purpose:** Make space for reflection, problem-solving, and co-learning.

Invite the mentee to lead the conversation.

- What’s been going well?
- What’s been challenging?
- Where do you want feedback, ideas, or just a sounding board?



**As a mentor:**

- Listen more than you talk.
- Reflect back what you’re hearing to clarify understanding.
- Share resources or experiences when they connect directly to the mentee’s context.
- Be open to learning alongside your mentee—mentoring is not about having all the answers.

## 4 CAPTURE KEY TAKEAWAYS AND ACTIONS (5 MINS)

**Purpose:** Turn conversation into momentum.

Pause to summarize together:

- What did we learn?
- What feels like progress?
- What’s one concrete thing to try before next time?

Write down:

- Wins
- Open questions
- Action items (keep these realistic)

Shared notes help both partners see growth over time.



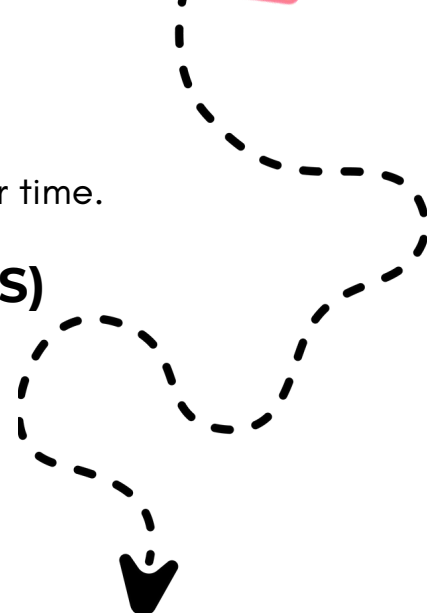
## 5 CLOSE WITH INTENTION (2-5 MINS)

**Purpose:** Create continuity and closure.

Before ending:

- Confirm next steps
- Schedule the next meeting
- Ask one quick reflection question:
  - “What felt most useful today?”
  - “What should we make space for next time?”

End knowing where you’re headed, not just where you’ve been.



### A Few Reminders for Mentors

- You don’t need to rush to solutions.
- Relationship comes before rigor—but both matter.
- Progress often looks like clarity, not completion.
- Effective mentoring is consistent, reflective, and human.



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