

Mentoring Tip Sheet

UK Chapter - Project Management Institute



Mentee Tips:

- Ensure you have objectives and topics you need to learn from the mentoring relationship

Examples of Objectives:

- Enhance my knowledge in the area of ... in project management
- Advance my career by learning how to ...

Examples of Topics:

- Think of issues you always come across during your work in a project
- An area in project management you never handled before

handled before

- A stakeholder who always gives you a No
- New projects you want to tap into

Mentor Tips:

- Ensure that you request the mentee's objectives & topics prior to starting the relationship. This helps you plan the success throughout the mentoring period

- Come up with a plan (a path) on how you will help your mentee get to their objectives

- Relate each of their objectives to a knowledge area from the PMBOK Guide

- Make sure you review the plan with your mentee and ensure they are comfortable with it

- Ideally, 6 objectives & topics max is enough. This will help your mentee get exposed to the topic at discussion

- Do not make decisions on behalf of your mentee. Remember this is their journey

- Always ask them to come prepared with examples they can relate to

- Keep track of the mentoring plan and update it as you go along

- Make sure the plan states what you have achieved from your objectives as a mentor. It is a two way relationship

- Start each session with a recap of the previous session



Mentoring Schedule:

Here is an example of what a mentoring schedule could look like

Mentoring Plan		
	Session 1	Session 2
Session Title	Understanding PMI Framework	
Agenda Items	Mentee wants to go for PMP or CAPM certification	
PMBOK Guide Knowledge area supporting the objective	Introduction to all Knowledge Areas	
Duration	1 hour	
Date	Mon Feb 29th	
Time	18h00	
Status	Completed	