

## KJ Company Workshop Summary

### MENTEE Workshop



TOPIC: How to Elevate your Capabilities and Your Career through Mentoring

DESCRIPTION: It's proven that mentoring enhances leadership skills, accelerates careers, improves employee retention and provides many additional benefits for both mentee and mentor; but how do you find the right mentor, how do you get started and how do you build a mentor-mentee relationship that helps you get where you want to go? In this workshop, Kathy Jo provides valuable insights from her own experience and mentoring best practices; using hands-on, actionable tools to walk you through the steps and worksheets you can use to identify, initiate and build a mentor relationship that's as individual as you are.

TARGET AUDIENCE: A common misconception is that mentoring is primarily for younger individuals, but research has shown that mentoring benefits individuals at all levels of experience. This workshop is targeted to individuals as a mentee to enable them to find a mentor, then develop the relationship and maximize the benefit of mentoring using proven best practices for both mentors as well as mentees.

MATERIALS: attendees will be provided handouts that cover step-by-step tools to find, engage and build a mentoring relationship (also available electronically on request):

- Self-Assessment worksheet
- Making the Ask Template
- Goal-setting worksheet
- First meeting guidelines
- Mentoring agreement
- Ongoing meeting / check-in worksheet

LENGTH: 1 Hour including Q&A

WORKSHOP FEE: Pricing varies depending on audience, time frame and materials. Pricing tailored to each organization.

REFERENCES: Here are what workshop participants had to say:

“The best part of this was that you didn't just talk about mentoring in an abstract way, you gave specific steps and "how to" advice. The templates for mentorship agreement and mentee workshops and guidelines for first meeting are outstanding tools to help us get started.”

“Excellent job at engaging the audience. Also like that inclusion of personal experience.”

“Kathy Jo was poised and well educated on the topic”