

Wrapping-up the Formal Mentor Relationship

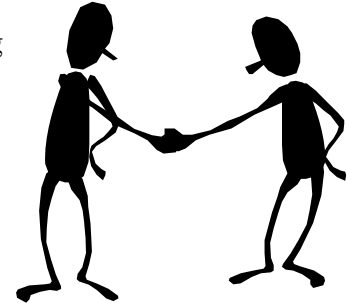
WRITE AN INDIVIDUAL REFLECTION¹

Directions:

The purpose of the individual reflection is to encourage each mentoring partner=s thinking on the content, experiences and the impact of the mentoring process on individual growth and learning.

Use the prompts below to guide your reflection.

- ◆ What specific knowledge / skills have you developed to increase your effectiveness either on the job or in your role as a mentor or mentee?
- ◆ How will you or have you applied your learning in your job?
- ◆ What have you learned about working with a colleague in a mentoring relationship?
- ◆ What aspects of the mentoring experience would you change?



DOCUMENTATION TO BE SUBMITTED AT THE END OF YOUR FORMAL MENTOR / INDUCTEE RELATIONSHIP:

Within two weeks of the final mentoring session, the mentor is responsible for submitting the following materials in a folder to the Coordinator of Classified Mentor Programs in the Office of Professional Development.

- Induction Program Completion Cover Sheet
- Mentoring Log
- Individual Reflections – one from the mentor and one from the mentee.
- Time card for payment of the mentor no later than May 15th.

¹ Adapted from the Individual Reflection in *Results-Based Professional Development Coaching/Mentoring Model* 2003.