

COMMON TRAINING

PROFICIENCY LEVEL THREE

INSTRUCTIONAL GUIDE

SECTION 2

EO M303.02 – PARTICIPATE IN A MENTORING RELATIONSHIP

Total Time:	30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-803/PG-001, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Prepare questions for the group discussion.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for TP 1 to orient the cadets to the mentoring relationship, to generate interest and present basic material.

A group discussion was chosen for TP 2 as it allows the cadets to interact with their peers and share their knowledge, experiences, opinions and feelings about the mentoring relationship.

INTRODUCTION

REVIEW

N/A.

OBJECTIVES

By the end of this lesson the cadet shall be expected to participate in a mentoring relationship.

IMPORTANCE

It is important for cadets to participate in a mentoring relationship to assist in the development of their leadership abilities. The mentoring relationship expands leadership knowledge and skills of participants, enhances communication skills, resolves conflict and promotes constructive feedback, and should aid in the leadership development of all cadets.

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Teaching point 1 **Explain the Mentoring Relationship**

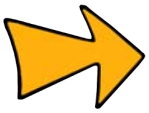
Time: 15 min Method: Interactive Lecture



Begin the lesson by asking the cadets if they know what the word mentoring means. Do the cadets have any examples of mentoring?

THE MENTORING RELATIONSHIP

A mentoring relationship is a professional association between two people that focuses on self-development. One is the mentor; the other is the cadet being mentored. The mentor is the experienced and trusted advisor or guide; however, both individuals are expected to learn from the relationship.



The mentoring relationship for a year three cadet may be as simple as partnering up with a year one cadet. This buddy system may help the year one cadet gain skills and knowledge about the squadron and should assist the year three cadet in their leadership and communication skills. A year three cadet may also be mentored by a year five cadet.

Recognizing the Purpose of a Mentoring Relationship

The purpose of the mentoring relationship is to share experiences between the mentor and the cadet being mentored, so the cadet being mentored is better prepared to move forward through the program with knowledge and confidence.

Identifying the Benefits of Participating in a Mentoring Relationship

The benefits of participating in a mentoring relationship are numerous. The basic benefit for a cadet being mentored is to show growth in skills and become a more independent and effective cadet. The most significant benefit for the mentor is the realization that they have inspired the cadet to perform at higher levels than the cadet would have without a mentor.

Contributing to a Mentoring Match

Contributing to a mentoring match means that both the mentor and the one being mentored will have some say with whom they are matched. The mentoring relationship is based on trust; ensure a long-term and valuable connection can be made with the person you choose.

Being Open to New Things

For a mentoring relationship to be successful, both individuals must be willing to try new things. Expanding your horizons and increasing your knowledge are foundations of the mentoring relationship. Being receptive to new ideas and experiences takes courage.

Being Responsive to Suggestions and Constructive Criticism

The cadet being mentored should be responsive to suggestions made by the mentor. The mentor should use constructive criticism and will attempt to provide feedback that will assist the cadet being mentored. This may include feedback that is positive in nature or feedback that assists in finding solutions for poor performance. The task of the cadet being mentored is to be receptive to recommendations being made.

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Providing Feedback to the Mentor

Mentoring is a two-way relationship, so it is important that the cadet being mentored provides feedback to the mentor. This feedback should be based on feelings, both positive and negative, and observations. If the cadet being mentored does not express their feelings to their mentor about the relationship, then progress may be hindered.

Learning From the Mentor's Example

It is up to the mentor to set an example that the cadet being mentored would want to emulate. This example should be in all facets of the program (eg, drill, dress, deportment, leadership, academics, etc). The cadet being mentored should learn not only from the mentor's successes but from the mentor's failures.



It is important to remember that failure is not necessarily a negative thing. As long as cadets fail forward (learn from their mistakes) there is an advantage to any failure because a learning opportunity has been created.

Participating in Mentoring Activities

To get the most benefit from a mentoring relationship, the cadet being mentored must be prepared to participate in some mentoring activities. These activities may include reflection, self-assessment, and discussions about successes, problems and failures. The mentor must also be prepared for each mentoring session. They need to have an agenda of what will be discussed and ensure that the discussions stay on track.

Appreciating the Mentoring Relationship

An effective mentoring relationship must be respected by both people involved. Each person should have a high regard for the other in the relationship. Appreciating the other person for their effort, time and accomplishments will ensure a long-lasting and mutually beneficial partnership.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. What is the basic benefit of a mentoring relationship for the cadet being mentored?

Q2. Why should the mentor and the cadet being mentored be open to new things?

Q3. What are some examples of mentoring activities?

ANTICIPATED ANSWERS

A1. The basic benefit is that the cadet being mentored will grow in their skills and become a more independent and more effective cadet.

A2. The mentor and the cadet being mentored should be open to new things because each should wish to expand their horizons and increase their knowledge of the mentoring relationship. Being receptive to new ideas and experiences takes courage.

A3. Mentoring activities may include reflection, self-assessment and discussions about successes, problems and failures.

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Teaching point 2 **Conduct a Group Discussion About Mentoring**

Time: 10 min Method: Group Discussion

BACKGROUND KNOWLEDGE



The point of the group discussion is to draw information about the mentoring relationship from the group using the tips for answering/facilitating discussion and the suggested questions provided.



This group discussion focuses on self-reflection, self-assessment, recording in a journal, and mentoring sessions.

GROUP DISCUSSION



TIPS FOR ANSWERING/FACILITATING DISCUSSION

- Establish ground rules for discussion, eg, everyone should listen respectfully; don't interrupt; only one person speaks at a time; no one's ideas should be made fun of; you can disagree with ideas but not with the person; try to understand others as much as you hope they understand you; etc.
- Sit the group in a circle, making sure all cadets can be seen by everyone else.
- Ask questions that will provoke thought; in other words avoid questions with yes or no answers.
- Manage time by ensuring the cadets stay on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadets time to respond to your questions.
- Ensure every cadet has an opportunity to participate. One option is to go around the group and have each cadet answer the question with a short answer. Cadets must also have the option to pass if they wish.
- Additional questions should be prepared ahead of time.

SUGGESTED QUESTIONS

Q1. What is self-reflection?

Q2. Why do you think self-reflection is useful when participating in a mentoring relationship? Give some examples when self-reflection may be used by the cadet being mentored. Give some examples when self-reflection may be used by the mentor.

Q3. What is self-assessment?

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Q4. Is there a difference between self-assessment and self-reflection?

Q5. Why do you think self-assessment is useful when participating in a mentoring relationship? Give some examples when self-assessment may be used by the cadet being mentored. Give some examples when self-assessment may be used by the mentor.

Q6. Why record in a journal?

Q7. Is there a difference between recording in a journal, self-assessment and self-reflection?

Q8. Why do you think recording in a journal is useful when participating in a mentoring relationship? Give some examples when recording in a journal may be used by the cadet being mentored. Give some examples when recording in a journal may be used by the mentor

Q9. When a mentoring session takes place, what do you think it looks like?

Q10. What does it sound like?

Q11. What do you think a mentoring session feels like?



Other questions and answers will develop throughout the group discussion. The group discussion should not be limited to only those suggested.



Reinforce those answers given and comments made during the group discussion, ensuring the teaching point has been covered.

CONFIRMATION OF TEACHING POINT 2

The cadets' participation in the group discussion will serve as confirmation of this TP.

END OF LESSON CONFIRMATION

The cadets' participation in the group discussion will serve as confirmation of this lesson.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

N/A.

CLOSING STATEMENT

Being mentored and mentoring others is one way to enhance skills and knowledge of leadership. The mentoring relationship develops trust and trust is the foundation of leadership. Using self-reflection, self-assessment, and recording in a journal are excellent methods to track advancement through the Cadet Program.

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INSTRUCTOR NOTES/REMARKS

After this lesson each year three cadet will choose at least one year one cadet to mentor. Each year three cadet will also be asked which year five cadet they would like to mentor them.

REFERENCES

C0-258 (ISBN 978-1-59869-450-5) Nigro, N. (2008). *The Everything Coaching and Mentoring Book*. (2nd ed.). Avon, MA: F+W Publications Company.

C2-109 (ISBN 0-7872-6561-6) Sugarman, D., Doherty, K., Garvey, D., & Gass, M. (2000). *Reflective Learning: Theory and Practice*. Dubuque, IO: Kendall/Hunt Publishing Company.

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