

Welcome to Mentoring!

Hi,

Welcome to mentoring. This document is designed to get the process in motion and answer some questions you may not have asked yet. I have provided this letter in part because others in your life will like to know what you're getting in to and you can forward it to them. If you're just far too busy to read or complete the questions below we can work through each of the documents in this package during our calls but it just takes a little longer to do it that way.

The only thing we must do regularly is schedule times to talk, which we will do after each session. This package gets us going with the process of mentoring. I hope you will be able to complete all of the questions in the early stages of our getting to know one another. The more you do between calls the more we get accomplished during calls.

I'm looking forward to partnering with you to help you achieve what you are looking for in life. To begin this process, I'm sending you the following items, which are mostly contained in this document. Instructions and explanations are included with each.

- Agreement
- What to Talk About
- 10 Goals
- What Are You Tolerating?
- List of Thoughtful Questions
- Mentoring Call Prep Form
- Life Scan (attached)

Generally, I find it works best if we review the Life Scan on our first call together. After the Life Scan we will review the Birkman and then the Welcome Letter sections listed above. We can go through these documents as quickly or slowly as you like. I prefer that you complete the documents electronically and email them back to me before our calls so that we have the same document to review together. Please feel free to add any comments or additional information.

As you can see I have a process to follow but you are free to change that in any way as we proceed. I look forward to working with you to reach *your* desired results and achieve *your* goals. If you have questions, call me at (604) 987-7531 or by email to dave@dphillips.com.

Cheers,

Dave

AGREEMENT

The purpose of this agreement is to establish the expectations and boundaries of our relationship. It defines what my promises to you are and what your responsibilities are.

What I promise you...

- To be present and available for you when you call at your scheduled time.
- To be unconditionally constructive and supportive at all times.
- To always speak the truth as I see it to you. You may not always agree with me and I count on you to tell when those times happen.
- To provide you with materials and supplies needed for our mentoring relationship.

Your responsibilities...

- Call on time at your scheduled time.
- I can call or Skype you or if it's more convenient you can call me at (604) 987-7531.
- Honesty affects the quality of the mentoring environment. Please be honest with me at all times. What you say is confidential within the mentoring relationship. You can say anything to me, positive or negative. This includes being honest in your responses to me AND letting me know if something makes you uncomfortable or you don't want to respond to a question.
- Everyone is a little different in his or her requirements to engage a mentoring relationship. However, I find that most people like to do a "quick start up" (4-6 hour 1st session), then four one hour session per month in the first 2-3 months and then reduce that to two 1-hour sessions per month after that. You decide. If you miss a call and don't make other arrangements a minimum of 24 hours in advance you'll be invoiced for it as I cannot book that time with someone else.
- For Hourly Mentoring the rate is \$450.00/hour billed monthly. If I travel to you in North America my full day rate is \$6000/day plus expenses and \$3500/day for additional days.

I do also offer a Quarterly Retainer program including unlimited calls and email support. The investment for this program is \$8,000.00 per person, billed quarterly. Birkman testing and interpretation and all of our on-line resources are included. For hourly clients in Vancouver area, some travel charges apply. Usually not more than .5 or 1.0 hours depending on travel time.

WHAT TO TALK ABOUT WITH ME DURING OUR SESSION...

The mentoring relationship is unique because it is one of equals. It is different than virtually all other relationships because I have no agenda for you or your life other than getting you to where you want to go. You are not reporting to me and are not accountable to me. You are invited to feel completely free to spend the entire time talking about your life. I'd be happy to answer any questions you have about my life, but please remember this relationship is about your life.

We have formed a partnership where we co-create the agenda. In time we will narrow down our discussions to the most pressing issues and focus on moving forward in each of these areas. Following are some things that are often discussed during calls.

How you are looking at your life?

How you are feeling about yourself - good stuff and bad stuff
How you are feeling about others?

What's happened since the last call?

What has occurred to you since the last call?
Break-through's and insights?
Any new choices or decisions made?
Personal news

What are you working On?

Progress report on your goals, projects and activities

What you've done that you are proud of?
What you are coming up against?

How I Can Help?

Where you are stuck?
Where you are wondering about something?
A plan of action?
A strategy or advice?

What's Next

What is the next goal or project to take on?
What is the next goal or distinction to identify?
What do you want for yourself next?

GOALS TO REACH IN THE NEXT 180 DAYS

What are the goals you most want to set for yourself for the next 180 days? Select only those goals which you really want, not the ones you should, could, oughta or might want. Look deep inside and then begin to write down your 5 most important personal and/or professional goals. We can develop these further as we discuss them during our mentoring sessions. When you set the right goals for yourself, you feel excited, a little nervous, ready and willing to go for it!

1.

2.

3.

4.

5.

What are some of the personal and professional benefits to you of accomplishing these goals?

1.

2.

3.

4.

5.

WHAT ARE YOU TOLERATING?

We humans have learned how to tolerate a lot! We put up with, accept, take on and are dragged down by people's behavior, situations, unmet needs, crossed boundaries, incompletions, frustrations, problems and, even our own behavior. These 'tolerations' drain your energy!

You are tolerating more than you think. So, what are you tolerating? Take a couple of minutes to write down the stuff you sense you are tolerating. As you think of more items, add them to your list.

- 1.
- 2.
- 3.
- 4.
- 5.

Thoughtful Questions...

1. What do I really need to know about you that will help me most in mentoring you?
2. What will be the first small thing that might happen to indicate the mentoring process is working?
3. How have you been motivated in the past to reach difficult goals, make difficult decisions, or do difficult things? How can we best utilize that motivator now?
4. What consumes your time that doesn't give you a wonderful present or future?
5. Where are you most irresponsible?
6. How will you know how effective our mentoring has been?
7. How will you sabotage our professional relationship?
8. How willing are you to make substantial changes?