



**HARVARD LONGWOOD CAMPUS**

# **COMPASS PRESENTS**



## **EXPLORATION & DISCOVERY: COACHING & MENTORING**

**DECEMBER 17, 2015**



# AGENDA

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9:35a Welcome!

9:45a Presence Exercise

9:50a Discussion: Exploration of Coaching & Mentoring

10:45a Panel Discussion: Perspectives on Coaching & Mentoring

11:30a Q & A

11:40a Networking

Noon Session Close





# OBJECTIVES

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## Explore & Discover Coaching & Mentoring

- Define Terms
- Compare & Contrast Approaches
- Inspire Thoughtful Pursuit
  - Skills Application
  - Practical Tools
  - Networking



# PRESENCE

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**Presence** is a core competency for coaching and mentoring, no matter what ‘chair’ you are sitting in (Coach/Coachee, Mentor/Mentee).

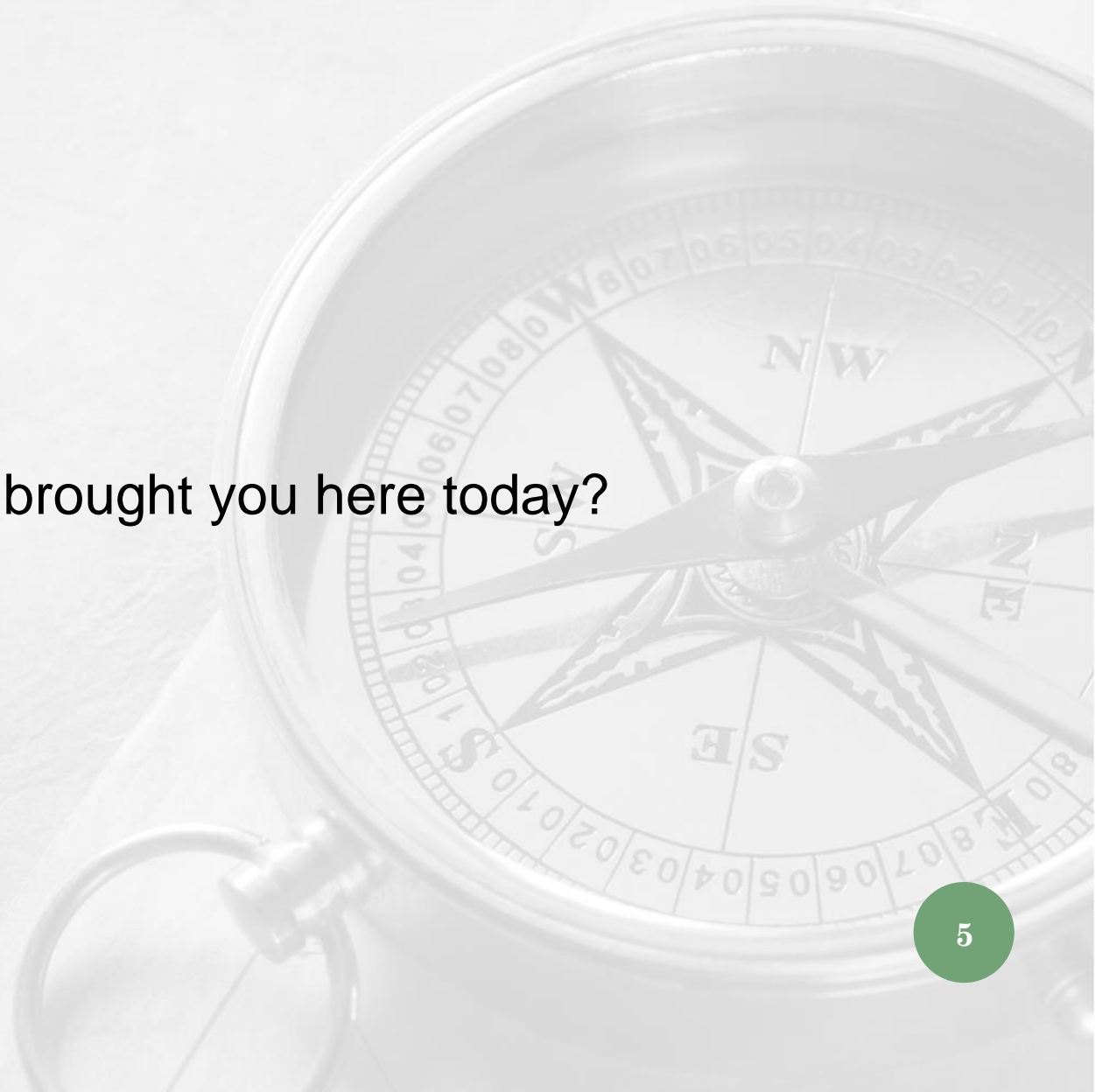
The ability to give your full attention to the interaction and process is powerful, and can be really hard to achieve and maintain. With intention and practice, we can benefit from bringing our **Presence** to any situation.

# DISCUSSION: EXPLORATION & DISCOVERY

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What brought you here today?



# DISCUSSION: EXPLORATION & DISCOVERY



**Career "Paths" Can Feel  
More Like a Climbing Wall**





# COACHING: WHAT IT IS AND ISN'T

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**Coachee:** *I am seeking positive/transformational change.*

**Coach:** *I can help you explore & discover.*





# COACHING: WHAT IT IS AND ISN'T

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## What it is:

*Facilitating*  
*Guiding*  
*Feedback Synthesis*



## What it is not:

*Advising*  
*Therapy*  
*Fixing*







# MENTORING: WHAT IT IS AND ISN'T

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**Mentee:** *I am seeking to expand my learning, experience, or network.*

**Mentor:** *I know something or have experience that you don't (career, organizational), and I can help you learn and perhaps open doors.*





# MENTORING: WHAT IT IS AND ISN'T

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## What it is:

*Advising*  
*Teaching*  
*Showing*

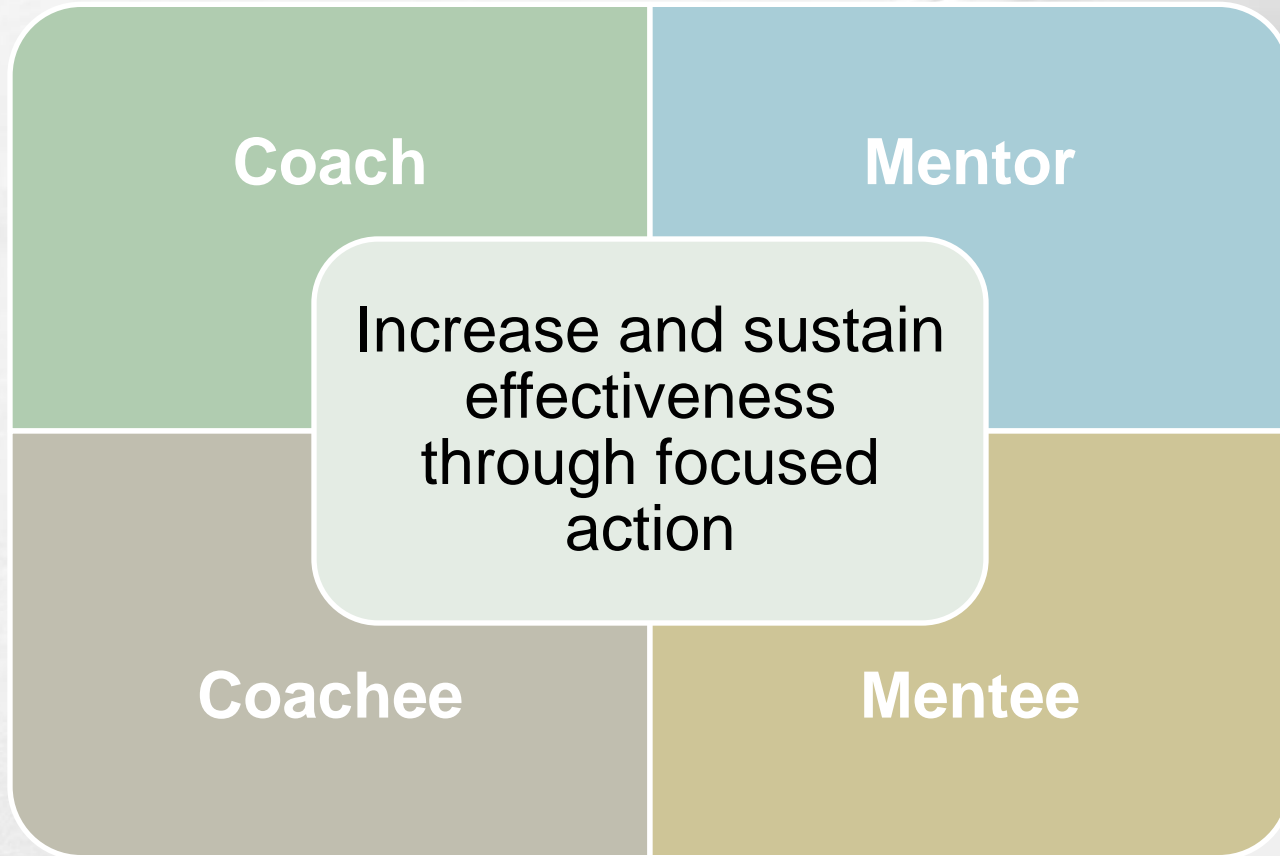


## What it is not:

*"I'll do it for you"*



# COACHING & MENTORING: INTERSECTION

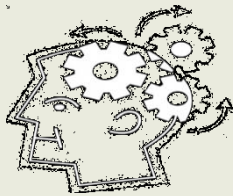






# COACHING & MENTORING: ESSENTIALS

## MINDSET



### **TRUST**

CONFIDENTIALITY

**RESPONSIBILITY**

ACCOUNTABILITY

**OPEN &**

**CURIOUS**

## SKILLS



### **LISTENING**

ASKING GOOD

QUESTIONS

**FOCUSED**

**ACTION**

INTENTIONAL

CONNECTION

## TOOLS



**OPEN-ENDED**

**QUESTIONS**

SMART

PRINCIPLES

**COMPASS**

**RESOURCE LIST**



# COACHING & MENTORING: ESSENTIALS

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## Characteristics of a productive engagement:

- Co-develop Realistic Expectations
- Agree on Concrete Goals
- Create a Clear Action Plan
- Learn with Enthusiasm
  - Listen Attentively
  - Express & Foster Genuine Curiosity
- Communicate Respectfully & Honestly
- Respect Each Other's Time
- Open Yourself to Feedback/Other Points of View
- Acknowledge & Leverage Differences
- Share Responsibility for the Engagement
- Celebrate Milestones
- Close Well



# COACHING & MENTORING: WHO? WHERE?

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- Be open to a wide, and sometimes unexpected, range of possible resources
- Organic vs Programmatic (informal vs formal)
- Peer to peer
- Higher/lower grade level
- Similar/different generations, age, style, gender, race, etc.
- Internal/external colleagues
- Particular skill or industry, content, or discipline knowledge





# PREPARING FOR AN ENGAGEMENT

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## ○ Coachee/Mentee

- What problem am I trying to solve?  
(I'm stuck vs. interpersonal issue)
- What could I explore to help me clarify what my question is?
- What do I want to learn or do better?
- Who might be able to help me solve it?
- How do I ask a Coach or Mentor to help me?

## ○ Coach/Mentor

- How do I recognize opportunities to play an advocacy role?
- What do I do if someone asks me to be a Mentor or Coach?



# GETTING STARTED

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<b>Intention</b>	<b>What is my goal? (current/future state)</b>
Attention	Where is my focus and energy? (current/future)
Awareness	What assumptions do I need to test, let go of?
Choice	What options might I explore?
Action	What can/will I do?
Result	What do I hope to learn, accomplish, or do?

*Adapted from the "Intention Result Map" by Jeremy Hunter*



# STRUCTURING THE ENGAGEMENT

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- Convey goal(s)
- Agree to duration, frequency, and mode(s)
- Establish regular meeting times with cancellation/rescheduling commitments
- Come to each session prepared
  - Completed homework
  - Topics to discuss
  - Questions to ask
- Close each session by scheduling the next session, outlining deliverables





# CLOSING THE ENGAGEMENT

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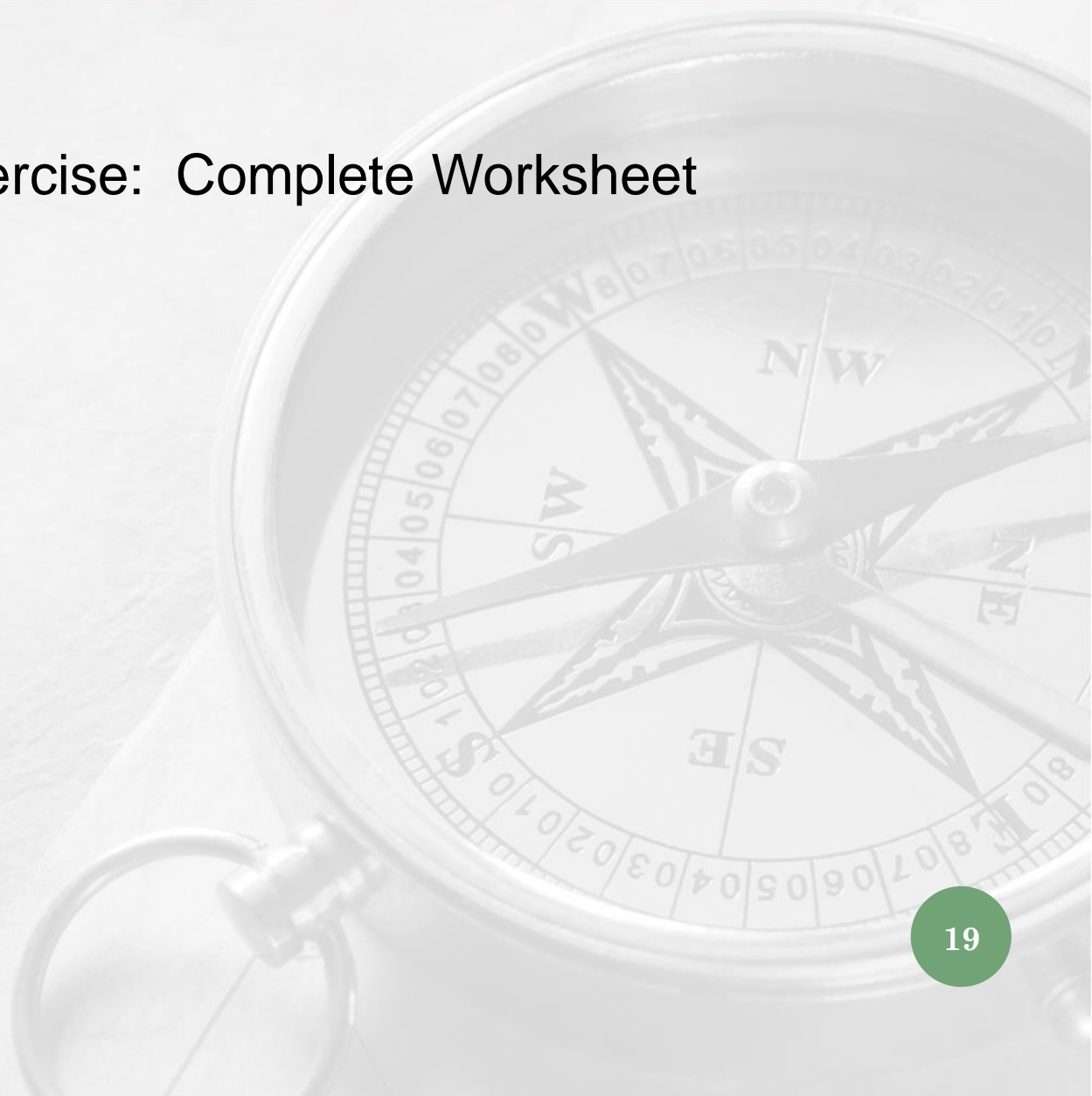
- Celebrate!
  - Reflection
  - Acknowledging challenges and accomplishments
  - Listing lessons learned
- Express gratitude
- Open the door to future check-ins

# COACHING & MENTORING

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- Individual Exercise: Complete Worksheet
- Q & A





# PANEL DISCUSSION

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## Panelists

- **Zennon Black**, *Senior Administrative Coordinator at the Harvard T.H. Chan School of Public Health*
- **Dawn DeCosta**, *Director of Research Operations at the Harvard School of Dental Medicine*
- **Suzanne Glazer**, *Director of Executive Coaching and Community Values Liaison for Executive Education at the Harvard Business School*
- **Alyson Molloy Hussey**, *Director of Development at Silver Lining Mentoring*
- **Carol Martin**, *Program Director of the Harvard Catalyst Program for Faculty Development and Diversity Inclusion at the Harvard Medical School*





THANK YOU!

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Networking & Swag

Happy Winter Recess!



## WORKS CITED

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- Harvard Business Review “Guide to Getting the Mentoring You Need”, 2012
- Jeremy Hunter, <http://jeremyhunter.net>
- Managers as Mentors: Building Partnerships for Learning, Chip R. Bell & Marshall Goldsmith, Berrett-Kohler, 2013