

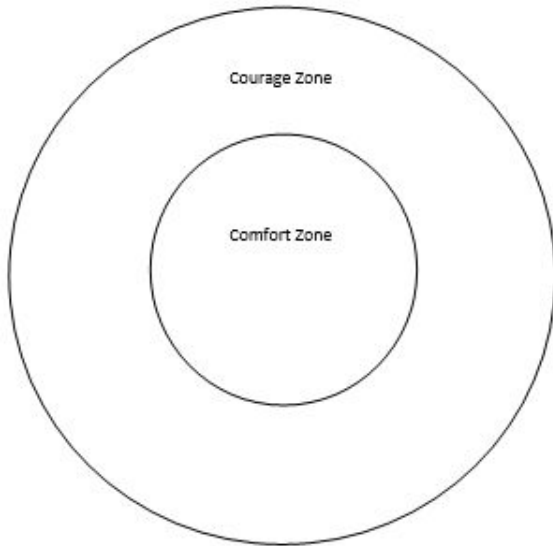
MENTORING

Entry _____

Entry _____

Courage Zone

To grow in maturity and confidence, we must expand our comfort zone and move into the courage zone. How? Through pushing ourselves, taking positive risks/chances, failing and then risking again and again.



Trust

- 1). What are characteristics of someone you trust?
- 2). What things make you distrust others?
- 3). Write down a time when your trust was broken. How did you feel?
- 4). Tell of a time when you broke someone's trust. What were the consequences?

Integrity

Integrity is a state of being whole, complete and unimpaired. Being honest and sincere.

**List values we see in others -
Example: Honesty,**

Choose 4 people you look up to - list 10 values that you admire in them:

- 1).
- 2).
- 3).
- 4).

List 5 values of integrity that you identify with:

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

List 5 values of integrity that you need to work on personally:

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

These are my standards of integrity. I know these are mine because I see them in others.

MENTORING

Entry # _____

ATTENDING/HELPING SKILLS

Attending behavior relates to the context of respect which is demanded when the helper gives the helpee undivided attention and which by means of verbal and non-verbal behavior expresses total focus on the helpee.

GOOD ATTENDING/HELPING BEHAVIOR

Body Position (80% of our judging of others comes from their visual appearance and body language - have an open posture).

Eye Contact

Facial Expressions

Nodding

Listen 70%, Talk 30%

Show Interest

No Judging or criticizing (This is a huge communication stopper).

Build Trust (Confidentiality)

Don't give advice/Give suggestions (Do not lecture).

Do not interrupt.

Focus on them. Do not talk to your friend or neighbor.

Do not trivialize their feelings.

Do not argue.

Paraphrasing (another lesson).

OPEN ENDED QUESTIONS

An open ended question is a question that encourages a conversation - a question that you cannot answer with a yes/no or one word answer. A closed ended question stops communication.

5 safe open ended questions:

1.)

2.)

3.)

4.)

5.)

How did this process go for you? Explain.

What was different from how you usually communicate?

What are 5 things that you learned about your partner?

Listening
Listening requires work at understanding what the other person means to say.

TEN GUIDELINES FOR GOOD LISTENING:

1. Stop talking. You cannot listen if you are talking.
2. Put the speaker at ease. Help this person feel freedom in talking.
3. Show others that you want to listen. Look at the person and act interested. Don't busy yourself with other things.
4. Remove distractions. Don't doodle or tap fingers.
5. Empathize with others. Try to put yourself in this person's place to see their point-of-view.
6. Be patient. Do not interrupt.
7. Hold your temper. An angry person gets the wrong meaning from words.
8. Eliminate argument and criticism. These put others on the defensive.
9. Ask questions. This is encouraging and shows you are listening.
10. Stop talking. You simply cannot be a good listener while you are talking.

Are You Listening?

CONCENTRATE:

- # Be attentive. Try hard to listen.
- # Tune in-on the **CONTENT** of the message.
- # Tune in-on **HIDDEN** meanings.
- # Get all the facts. Try not "leap-ahead" or interrupt - but do predict what will be said next.
- # What are they **NOT** saying?
- # Listen for emotions.
- # Tackle difficult material.

ACCEPT:

- # Be Open! (Hear more than what you WANT to hear)
- # Accept ALL messages (this doesn't mean that you "agree")
- # Accept **WHAT** is being said and **HOW** it is said.
- # Respect the speaker and that person's worth.
- # Decide that the speaker's subject is useful and worthwhile.
- # Hear the other person completely, before responding.

LET THE OTHER PERSON KNOW THAT YOU'RE TRYING TO UNDERSTAND HIM:

RESPOND:

- # Good eye contact
- # Gestures such as nodding.
- # Verbally - "Yes", "I know", "Really?"
- # Ask Questions: Look in the eyes
- # Ask questions
- # Don't interrupt
- # Emotions controlled
- # Responsively listen
- # Sensitive participate

EMPATHIZE:

- # Repeat ideas (use exact words if possible)
- # Be a "second hand." (Don't give advice. Just repeat)
- # If someone unfolds, "Is there anything else?"
- # Try to see the world through this person's eyes.
- # Put yourself in the other person's shoes.
- # Next time you see this other one, ask how everything turned out

Jane Taylor Wilson

Communication & Listening 155

PARAPHRASING

The ability to repeat back to the helpee what you have heard them say in your own words.

WHY PARAPHRASE?

1. It shows you are listening.
2. You are showing that you understand what they are saying and going through (EMPATHY).
3. It imparts good feelings to the helpee.

EXAMPLE

Helpee: I get so frustrated with my friends. They don't accept me for who I am and I am constantly trying to be what they want me to be.

Helper: It sounds like you have to act a certain way to be accepted by your friends and that frustrates you.

EMPATHY

The way of being with another person which is termed empathetic means temporarily living in their life moving about it delicately, without making judgment... To be with another in this way means that for the time being you lay aside the views and values you hold for yourself in order to enter the other's without prejudice... A complex, demanding strong yet subtle and gentle way of being.

- Carl Roger

Empathy is the most significant ingredient in relating with others (paraphrasing).

In your own words, what does empathy mean?

How is it different from sympathy?

Mentee Write Ups

Briefly describe what you talked about in this session. Date _____

What is your game plan for next week?

Briefly describe what you talked about in this session. Date _____

What is your game plan for next week?

WE ALSO TEST THEM ON THE MATERIAL BEFORE THEY ARE ALLOWED TO MENTOR, AND WE DO A FULL CLASS REVIEW BEFORE WE START MENTORING. THERE IS A LETTER THAT OUR LEADERSHIP STUDENTS GIVE TO THE MENTEES ON THE FIRST DAY THAT ALLOWS THEM TO OPT OUT OF THE PROGRAM IF THEIR PARENT SIGNS IT.

WE MENTOR ONCE A WEEK ON THURSDAYS DURING OUR LEADERSHIP CLASS 1ST PERIOD. STUDENTS ARE PULLED OUT OF THEIR REGULAR CLASS FOR 30 MINUTES TO MEET WITH THEIR MENTOR.

AT THE END OF THE YEAR WE SEE HUGE RESULTS!

IF YOU WOULD LIKE ANY OF THESE DOCUMENTS PLEASE EMAIL ME AND I WILL GIVE YOU ACCESS TO MY GOOGLE DRIVE ON MENTORING:

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