

Peer Mentoring Framework

Opening and Gathering Ideas – Roles and Responsibilities

Facilitator	Initiates introductions as needed. Clarifies the ground rules and available time. Calls for questions for which a group member desires assistance and lists them. May need to help if an individual is struggling to articulate the question.
Member requesting assistance	Shares a problem that is real and for which assistance is desired. Values the group's time and strives to be as clear and concise as possible.
Other members	Listen as attentively as possible, ask for clarification as appropriate and strive to share the most appropriate ideas that come to mind.

Mentoring Portion

Stage	Clarifying the situation 2-3 minutes	Brainstorming 2-3 minutes	Sharing 6-8 minutes	Clarifying ideas 1-2 minutes	Close
Presenter Behavior	 Focuses on the issue and avoids getting bogged down into details	 Sits silently while group members brainstorm	 Listens carefully and silently to all of the offered ideas Stays open and receptive to new insights that different perspectives offer.	 Seeks clarification to offered ideas where needed	 Expresses gratitude for the ideas given.
Group Member Behavior	 Listens to the question and shared background carefully  Asks questions to clarify understanding of the issue as needed	 Silently identifies and writes down ideas during the brainstorming period. Write name and contact information on card in case more information is desired 	 In turn, concisely shares 1-2 top ideas  Listens to and learns from the ideas of others Gives written ideas to presenter 	Clarifies as requested	 Thanks the presenter for the opportunity to contribute

Things to keep in mind:

- Group members usually have limited information about the presenter's specific problem and a short period to identify possible solutions. Not every idea will fit the situation but each idea has the potential to open avenues of thought that lead to solutions and expanded knowledge among the group as a whole.
- Each role honors the other through the sharing of challenges and exchange of ideas.

Peer Mentoring Characteristics

Peer Mentoring is not a place to...

1. Discuss problems that aren't real
2. Make decisions
3. Do action planning
4. Vent
5. Resolve interpersonal conflicts
6. Do conflict resolution
7. Resolve personnel issues
8. Share secrets
9. Trash our co-workers and partners
10. Deal with emergencies

Peer Mentoring is a place to...

1. Clarify the issues
2. Get practical advice
3. Grow and develop
4. Get fresh insights
5. Foster problem solving capabilities
6. Help each other
7. Strengthen community
8. Understand your feelings and needs
9. Gain self awareness
10. Share the burden