

## STEP 4 - HOW TO BRING THE MENTORING RELATIONSHIP TO A CLOSE?

### BRING TO CLOSURE THE MENTORING RELATIONSHIP

#### 1. CLOSURE

Mentoring relationships are based on your personal development goals and should last only as long as you still need development in those specific areas. Some mentoring relationships are relatively brief in tenure. Other mentoring relationships encompass a large development area and, consequently, will require a longer time commitment.

#### 2. MENTEE ASSESSES THE EFFECTIVENESS OF THE MENTORING RELATIONSHIP (FOR THE CLOSURE MEETING)

- Insights and learnings
  - o Considerations: What critical learnings have you gained as a result of this mentoring? How do you see yourself applying what you have learned?
- Quality of experience
  - o Considerations: What made this experience meaningful for you personally and professionally? What could have made it more meaningful for you personally and professionally? Please be specific.
- Personal progress
  - o Considerations: How would you assess your own development progress? How might your performance have been improved?

### 3. MENTOR PREPARES TOO FOR THE CLOSURE MEETING

- Recap Mentee's progress
  - o Considerations: What critical skills and behaviours has the mentee gained during the mentoring relationship? How have the skills or behaviour changed? What targeted development areas need further attention?
- Outline Mentee's future potential
  - o Considerations: What do you see the mentee doing with his/her ability in five years? What unique skills, sensibilities and behaviours does the mentee display?
- Recommendation for further development
  - o Considerations: Can you or someone you know take the mentee further in his/her development? What activities or learning situations would continue the development process?

### 4. CLOSURE MEETING

Based on those two forms, determine which of the two options will be appropriate during the closure meeting:

- Reassess and re-establish the mentoring agreement
  - o If progress review shows the need for more mentoring, and if the mentor is interested in continuing, then you can revise, re-establish and refresh the mentoring agreement.
- End the mentoring relationship.



## 5. FINAL THOUGHT

Mentoring relationships are wonderful opportunities for growth and development, expanding perspectives, learning new skills and abilities, taking risks, and discovering new frontiers. When done well, a mentoring relationship truly can have life-changing effects.