

Peer Mentoring Program

Detailed Outline

Week	Topic	Outline
1-2	Growth Minset	Definition: The belief that abilities and intelligence can be developed through dedication and hard work. Why It Matters for Leaders: Leaders with a growth mindset embrace feedback, view challenges as opportunities, and model continuous improvement for their teams. Focus Areas: • Learning from challenges • Goal setting and tracking • How fixed vs. growth mindsets present in the workplace
3-4	Communication	Definition: The ability to clearly convey and receive messages—both verbal and non-verbal. Why It Matters for Leaders: Clear communication builds trust, alignment, and team cohesion. Focus Areas: • Active listening and paraphrasing • Navigating difficult conversations. • Tone, clarity, and adapting communication styles.
5-6	Critical Thinking	Definition: The ability to objectively analyze information and make reasoned judgments. Why It Matters for Leaders: Strong decision-making requires evaluating options, anticipating outcomes, and minimizing bias to make the best decision in an efficient manner. Focus Areas: • Gaining a deeper understanding the situation by asking “why” and “what if” questions. • Using tools and techniques (ex. SWOT) to guide decision making. • Making confident decisions

Week	Topic	Outline
7-8	Emotional Intelligence	Definition: Recognizing, understanding, and managing your own emotions and those of others. Why It Matters for Leaders: Emotional Intelligence fosters trust, collaboration, and resilience under stress. Focus Areas: • Self awareness, situational/social awareness, self management & relationship management • Viewing situations from multiple perspectives • Empathy vs. sympathy
9-10	Conflict Resolution	Definition: The ability to navigate disagreements constructively and reach effective solutions. Why It Matters for Leaders: Leaders must prevent small issues from growing into larger problems and maintain team harmony. Focus Areas: • Explore conflict styles (avoidant, aggressive, collaborative etc.). • Approaching sensitive/difficult topics • Giving and receiving constructive feedback
11-12	Discipline	Definition: Consistently applying effort, focus, and self-control to achieve goals. Why It Matters for Leaders: Discipline builds trust, accountability, and sets a strong example for others. Focus Areas: • Delayed gratification • Creating small habits that support productivity • Self-reflection, follow-through, and consistency.

Topic Guide

It is recommended to meet with the mentee prior to week 1 to introduce the program

Growth Mindset - Weeks 1 & 2

Resources	Activity	Discussion Prompt	Reflection Task
Developing a Growth Mindset	Fixed vs. Growth Mindset Worksheet Growth Mindset Action Plan	Describe a recent failure & what it taught you. How do you respond to feedback? How do you think a growth mindset could improve your response?	Write about an interaction where you applied a growth mindset and describe how it changed the outcome. Set a SMART goal for yourself.

Week 1

Meet with the mentee virtually or in person for a minimum of 1 hour.

1) Start by introducing Growth Mindset using the information below:

Definition: The belief that abilities and intelligence can be developed through dedication and hard work.

Why It Matters for Leaders: Leaders with a growth mindset embrace feedback, view challenges as opportunities, and model continuous improvement for their teams.

Focus Areas:

- Learning from challenges
- Goal setting and tracking
- How fixed vs. growth mindsets present in the workplace

2) Once the topic is introduced, use the resources column to deepen the mentee's understanding of the topic.

3) Complete the activities alongside the mentee, ensuring they have a full understanding of the task. Review the activity with them once it is complete.

4) Engage in open discussion using the discussion prompts to guide the conversation.

5) Close out the session by giving them the reflection tasks to complete by the next session.

Week 2

Meet with the mentee virtually or in person for a minimum of 30 minutes.

1) Start this session by summarizing the information covered in the previous session.

2) Ask the mentee to share their completed reflection task and ask if they had any questions, concerns or thoughts regarding the topic.

3) Use any remaining time to revisit the focus areas to ensure the mentee has a full understanding of the topic.

Communication - Weeks 3 & 4

Resources	Activity	Discussion Prompt	Reflection Task
<u>TEDTALK</u> <u>Communication skills</u> <u>Tone</u>	<u>Communication assessment</u> Active Listening Practice: Partner listens for 2 minutes while the other shares a story. The listener then repeats back key points. Switch roles.	What communication barriers have you experienced? How did you overcome them? How can tone and body language change a message?	Note a conversation where you practiced intentional listening. What did you notice?

Week 3

Meet with the mentee virtually or in person for a minimum of 1 hour.

1) Start by introducing Communication using the information below:

Definition: The ability to clearly convey and receive messages, both verbal and non-verbal.

Why It Matters for Leaders: Clear communication builds trust, alignment, and team cohesion.

Focus Areas:

- Active listening and paraphrasing
- Navigating difficult conversations.
- Tone, clarity, and adapting communication styles.

2) Once the topic is introduced, use the resources column to deepen the mentee's understanding of the topic.

3) Complete the activities alongside the mentee, ensuring they have a full understanding of the task. Review the activity with them once it is complete.

4) Engage in open discussion using the discussion prompts to guide the conversation.

5) Close out the session by giving them the reflection tasks to complete by the next session.

Week 4

Meet with the mentee virtually or in person for a minimum of 30 minutes.

1) Start this session by summarizing the information covered in the previous session.

2) Ask the mentee to share their completed reflection task and ask if they had any questions, concerns or thoughts regarding the topic.

3) Use any remaining time to revisit the focus areas to ensure the mentee has a full understanding of the topic.

Critical Thinking - Weeks 5 & 6

Resources	Activity	Discussion Prompt	Reflection Task
5 tips to improve critical thinking 5 Critical thinking exercises	Scenario Breakdown: Present a workplace problem (real or hypothetical). Use the SWOT analysis to break down the problem	How do you verify information before making decisions? Have you ever made a quick decision you later regretted? What would you do differently?	Explore a challenge you faced this week or last. Explain the decision you make and justify your decision.

Week 5

Meet with the mentee virtually or in person for a minimum of 1 hour.

1) Start by introducing Critical Thinking using the information below:

Definition: The ability to objectively analyze information and make reasoned judgments.

Why It Matters for Leaders: Strong decision-making requires evaluating options, anticipating outcomes, and minimizing bias to make the best decision in an efficient manner.

Focus Areas:

- Gaining a deeper understanding the situation by asking “why” and “what if” questions.
- Using tools and techniques (ex. SWOT) to guide decision making.
- Making confident decisions

2) Once the topic is introduced, use the resources column to deepen the mentee’s understanding of the topic.

3) Complete the activities alongside the mentee, ensuring they have a full understanding of the task. Review the activity with them once it is complete.

4) Engage in open discussion using the discussion prompts to guide the conversation.

5) Close out the session by giving them the reflection tasks to complete by the next session.

Week 6

Meet with the mentee virtually or in person for a minimum of 30 minutes.

1) Start this session by summarizing the information covered in the previous session.

2) Ask the mentee to share their completed reflection task and ask if they had any questions, concerns or thoughts regarding the topic.

3) Use any remaining time to revisit the focus areas to ensure the mentee has a full understanding of the topic.

Emotional Intelligence - Weeks 7 & 8

Resources	Activity	Discussion Prompt	Reflection Task
<u>Emotional Intelligence</u> <u>EI - Harvard</u> <u>empathy vs. sympathy</u>	<u>EI Assessment</u>	How do you manage emotions during stress? Describe a time when understanding someone else's feelings helped you resolve a situation.	Track your emotional responses over 3 days. What patterns do you notice? Describe a situation where you showed sympathy instead of empathy - did you notice anything?

Week 7

Meet with the mentee virtually or in person for a minimum of 1 hour.

1) Start by introducing Emotional Intelligence using the information below:

Definition: Recognizing, understanding, and managing your own emotions and those of others.

Why It Matters for Leaders: Strong emotional intelligence fosters trust, collaboration, and resilience under stress.

Focus Areas:

- Self awareness, situational/social awareness, self management & relationship management
- Viewing situations from multiple perspectives
- Empathy vs. sympathy

2) Once the topic is introduced, use the resources column to deepen the mentee's understanding of the topic.

3) Complete the activities alongside the mentee, ensuring they have a full understanding of the task. Review the activity with them once it is complete.

4) Engage in open discussion using the discussion prompts to guide the conversation.

5) Close out the session by giving them the reflection tasks to complete by the next session.

Week 8

Meet with the mentee virtually or in person for a minimum of 30 minutes.

1) Start this session by summarizing the information covered in the previous session.

2) Ask the mentee to share their completed reflection task and ask if they had any questions, concerns or thoughts regarding the topic.

3) Use any remaining time to revisit the focus areas to ensure the mentee has a full understanding of the topic.

Conflict Resolution - Weeks 9 & 10

Resources	Activity	Discussion Prompt	Reflection Task
TEDTALK- 3 ways to lead tough, unavoidable conversations “I” statement article Conflict Style	Role-Play: One person plays a coworker upset about a missed deadline, and the other practices de-escalation using “I” statements and active listening.	What’s your natural conflict style (avoid, compete, collaborate etc.)? How would you handle disagreements with a peer? Someone above you?	Reflect on a recent conflict. How did you respond, and what might you try differently now?

Week 9

Meet with the mentee virtually or in person for a minimum of 1 hour.

1) Start by introducing Conflict Resolution using the information below:

Definition: The ability to navigate disagreements constructively and reach effective solutions.

Why It Matters for Leaders: Leaders must prevent small issues from growing into larger problems and maintain team harmony.

Focus Areas:

- Explore conflict styles (avoidant, aggressive, collaborative etc.).
- Approaching sensitive/difficult topics
- Giving and receiving constructive feedback

2) Once the topic is introduced, use the resources column to deepen the mentee’s understanding of the topic.

3) Complete the activities alongside the mentee, ensuring they have a full understanding of the task. Review the activity with them once it is complete.

4) Engage in open discussion using the discussion prompts to guide the conversation.

5) Close out the session by giving them the reflection tasks to complete by the next session.

Week 10

Meet with the mentee virtually or in person for a minimum of 30 minutes.

1) Start this session by summarizing the information covered in the previous session.

2) Ask the mentee to share their completed reflection task and ask if they had any questions, concerns or thoughts regarding the topic.

3) Use any remaining time to revisit the focus areas to ensure the mentee has a full understanding of the topic.

Discipline - Weeks 11 & 12

Resources	Activity	Discussion Prompt	Reflection Task
<u>TEDxTALK –</u> <u>The</u> <u>importance of</u> <u>Discipline</u> <u>Delayed</u> <u>Gratification</u>	Habit Tracker Challenge: Set one micro-discipline goal for the week (e.g., “Check email only at 9am and 3pm”) and track it daily.	What daily routines or habits make you more effective? How do you hold yourself accountable?	Reflect on reflect on how maintaining one discipline habit made a difference.

Week 11

Meet with the mentee virtually or in person for a minimum of 1 hour.

1) Start by introducing Discipline using the information below:

Definition: Consistently applying effort, focus, and self-control to achieve goals.

Why It Matters for Leaders: Discipline builds trust, accountability, and sets a strong example for others.

Focus Areas:

- Delayed gratification
- Creating small habits that support productivity
- Self-reflection, follow-through, and consistency

2) Once the topic is introduced, use the resources column to deepen the mentee’s understanding of the topic.

3) Complete the activities alongside the mentee, ensuring they have a full understanding of the task. Review the activity with them once it is complete.

4) Engage in open discussion using the discussion prompts to guide the conversation.

5) Close out the session by giving them the reflection tasks to complete by the next session.

Week 12

Meet with the mentee virtually or in person for a minimum of 30 minutes.

1) Start this session by summarizing the information covered in the previous session.

2) Ask the mentee to share their completed reflection task and ask if they had any questions, concerns or thoughts regarding the topic.

3) Use any remaining time to revisit the focus areas to ensure the mentee has a full understanding of the topic.

4) As a final project, the mentee will create and present a 5-10 minute PowerPoint to their mentor and/or manager on what they learned and how they plan to use these skills in their leadership journey. Collaborate with their manager to set a date for this presentation, ideally no more than 2 weeks after the completion of the program.