

# IMPACTFUL REFLECTION AND PREPARING FOR CLOSURE

## Reflect on the learning goals that you established during the negotiating phase

An important part of the experience of coming to closure is having a conversation with your mentee about the results of your relationship.

Use the following prompts to reflect on the mentoring relationship with your mentee.

### Describe

Objective, detailed descriptions of an experience, including:

- Describing when and where the experience took place
- Who was and was not present
- What you and others did
- What you saw, heard, and so on...

### Examine

- What assumptions or expectations did I bring to the situation?
- How did they affect what I did or didn't think, feel, decide or do?  
To what extent did they prove true?
- How did this experience make me feel? (positively and/or negatively)
- How did I handle my emotional reactions?
- How did I interpret the thoughts, feelings, decisions and/or behaviors of others?
- In what ways did I succeed or do well in this situation?
- What personal characteristics helped me to be successful (skills, abilities, perspectives, attitudes, tendencies, knowledge)?
- In what ways did I experience difficulties? (e.g., interacting with others, accomplishing tasks)
- How did this situation challenge or reinforce my values, beliefs, convictions?

### Articulate Learning

What did I learn?

- Identify and explain a personal characteristic that you are beginning to understand better. Express the learning in general terms so that it can be applied more broadly to other areas in your life (personal and professionally).

How did I learn it?

- Clearly connect the learning to your specific applied learning activities so that someone who was not involved would understand, including the discussion of the positive and negative impacts of the personal characteristics

Why does it matter?

- Consider how the learning has value over the short and long term, both in terms of your applies learning activities and in terms of your life more generally

What will I do in light of it?

- Set specific goals relative to this learning over the short and long term.
- Consider the benefits and challenges associated with fulfilling these goals, especially in light of the sources of or reasons for the characteristics.

### Preparing for Closure: Questions to Ask and Steps to Take

It is important to plan for your closure - use the learning goals you identified with your mentee as a starting point and discuss with your mentee the best-and worst-case scenarios for closure.

Closure Preparation Step	Related Questions
1. Revisit your purpose	<ul style="list-style-type: none"> <li>• What was our goal in working together?</li> <li>• Why did you embark on the mentoring relationship?</li> <li>• What strengths did you bring to the relationship?</li> </ul>
2. Think about the best-case scenario for closing the mentoring relationship	<ul style="list-style-type: none"> <li>• What would we ideally like to see happen when our mentoring relationship ends?</li> <li>• How can we make sure our relationship reaches a positive learning conclusion?</li> <li>• If the ideal isn't possible, how can we still ensure a positive conclusion?</li> <li>• What happens after our mentoring relationship?</li> </ul>
3. Think about a worst-case scenario	<ul style="list-style-type: none"> <li>• What might get in the way of a positive learning conclusion?</li> </ul>
4. Plan for mutual accountability	<ul style="list-style-type: none"> <li>• What will we do to overcome factors that get in the way of reaching our goals and of reaching a positive learning conclusion?</li> </ul>
5. Create a process and a timeframe for closure	<ul style="list-style-type: none"> <li>• How will we know when it's the right time to end our relationship?</li> </ul>
6. Establish ground rules for the learning conclusion conversation	<ul style="list-style-type: none"> <li>• What will the agenda be for our learning conclusion conversation?</li> </ul>