

PERSONAL MENTORING
WORKBOOK

NAME OF MENTEE :

NAME OF MENTOR :

DATE :

Preface

This mentoring workbook is crafted out of a testimony to my own personal mentoring journeys with my mentors and mentees.

Mentoring is that beautiful bold bonus that leads each other into an intentional journey where the privilege is both the mentor and mentee's - to come in an Authentic, Broken, Courageous and Disciplemaking person.

This workbook will give either the pioneering or veteran mentor and mentee handles needed to begin and grow together.

The workbook is framed with the mentee in mind and intentionally crafted with socratic questions that enables both mentor and mentee to navigate through with precision yet flexibility.

Acknowledgements

This mentoring workbook is birthed out of the tremendous passion and vision I caught out of Benny Ho - Senior Pastor of Faith Community Church and Founder of Arrows School of Ministry Perth, Australia.

Many if not all of the quotes, principles and structures were graciously 'squeezed' out of Pastor Benny through his personal mentorship with me, his materials and his pulpit ministry delivered at my local church.

Not forgetting to mention Pastor Edmund Chan of Covenant Evangelical Free Church which pioneered the Intentional Disciple Making Church model and founder of Global Alliance movement among churches worldwide. Get a hold of his 'Mentoring Paradigms' book!

Above all, I thank the Holy Spirit my trustworthy counsel and divine mentor! You need His mentorship more than anyone else.

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2002,2009, Zondervan, Grand Rapids, Michigan)

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1.0) INTRODUCTION - Let's Begin!

1.1) STARTING WITH THE END IN MIND

1.1.1) Where do you (ideally) see yourself in the next
years : Physical & Spiritual aspects

3 years (yrs old)?

5 years (yrs old)?

10 years (yrs old)?

30 years (yrs old)?

1.1.2) Where do you (realistically) see yourself in the
next :

3 years (yrs old)?

5 years (yrs old)?

10 years (yrs old)?

30 years (yrs old)?

1.2) Expectations

"an act or state of looking forward or anticipating"

1.2.1) What do I want out of a mentoring relationship?

1.2.2) What are some of the areas I think I need to be mentored in?

1.2.3) What qualities do I want to see in my mentor?

1.2.4) ANYTHING ELSE ON EXPECTATIONS?

MENTOR : MY OUTCOME FOR YOU IS TO BE AN **A B C D** LEADER
Authentic
Broken
Courageous
Disciple-Maker

1.3) Commitments

"an act of committing, pledging and engaging oneself"

1.3.1) Which day and timing can I commit to meet my mentor?

1.3.2) How often would I like to meet?

1.3.3) Where would I like to meet?

1.3.4) ANYTHING ELSE ON COMMITMENTS?

MENTOR : MY COMMITMENT TO YOU IS

MENTORING SESSIONS : ATLEAST ONCE A MONTH FOR 3 HOURS

LIFE SESSIONS : ANYTIME, AS OFTEN AS POSSIBLE!

1.4) WHAT HAPPENS

What happens in a mentoring session?

1.4.1) PRAYER TO SET THE TONE

Begin with a time of prayer to set the tone for the meeting.

Through prayer, we remind ourselves that we are not just having a meeting of minds, but a meeting of spirit as well.

1.4.2) SCRIPTURE TO FRAME THE ISSUE

Share briefly on a passage of Scripture or a verse that may be relevant to the mentoring issue in this relationship.

But be careful not to go too long on this because this is not a class. However a relevant word can help to frame the entire session and anchor what we have to share biblically.

The mentee will share his own insights as well. If the passage is relevant to the mentoring issue, this will usually open up fresh areas that we can look at for the future.

1.4.3) REVIEW TO CHART THE PROGRESS

After a time in the Word, refer back to the previous sessions and ask if they have further thoughts on what was discussed.

This is a good time to find out if application has taken place and if so, what was the outcome.

This is also a time to check on any assignment or project that may have been issued in previous sessions - including reading, scripture memory or actions to be taken.

1.4.4) LISTEN TO CLARIFY THE NEED

This is the time when the mentee will share some of the progress or obstacles that they may have faced as they worked on the mentoring issue.

The mentor's job now is to listen intently, ask leading questions to clarify where the real needs are and to understand where the mentee is in the journey.

1.4.5) RESPOND TO MEET THE NEED

As the mentor listens to understand, he can now respond sensitively to the mentee. This is the time when he provides perspective, insights and sharing of experience.

- The mentor affirms where progress is made.
- The mentor challenges them to go beyond.
- The mentor helps the mentee with perspective.
- The mentor encourages the mentee if they fail.
- The mentor confronts the mentee when needed.
- The mentor shows the mentee new directions.

1.4.6) HANDLES TO HELP THE MENTOREE

The mentor will come prepared with something that he can intentionally leave with the mentee.

Ideas from what the mentor has read, integrated with his own understanding and experiences into it and come up with handles, models and frameworks that he can pass on to his mentee.

With hope that the mentee will gain something helpful and user-friendly when they spend time with his mentor.

1.4.7) MAP OUT THE NEXT STEP

The final thing is to map out something for the next meeting - what will we be focusing on when we next meet.

One way to help do this is to ask the important mentoring questions:

"What are your priorities?"

"How can I help you?"

"What would you like to deal with when we meet again?"

"How would you like me to help you?"

1.4.8) PRAYER TO CLOSE THE SESSION

Finally, we close in prayer. This is not done as a formality but as a means of showing genuine love and concern for those we are mentoring.

1.5) WHAT'S NEXT

What happens after we have completed all of these materials?

"How long does a mentoring relationship last?"

"All mentoring relationships die a natural death."

You don't have to kill it. It will die off eventually. It is either *positive* death or *negative* death!

It is *positive* if it dies because the mentee has *outgrown* the mentor or the purpose of the mentoring relationship has been *accomplished*.

It is *negative* if it dies a prematurely due to *neglect* or *conflict*.

So if it is positive - *Go and Multiply.*

If it is negative - (*Go and Die!*)

But whatever it may be, the most important thing is that when it is time to let go, let it pass on naturally!

2.0) KNOWING MYSELF BETTER

- 2.1) PERSONALITY PROFILING - Appendix 1
- 2.2) KEIRSEY TEMPERAMENT SORTER - Appendix 2
- 2.3) SPIRITUAL GIFTS PROFILING - Appendix 3

In this section, you will discover - you!
(re-discover if you are doing for the 100th time)

Through intentional profiling of your personality and temperament it will be your objective to :

- i) Understand who you are
- ii) How you have grown (and)
- iii) Identifying your spiritual giftings

Some things to reflect and act on :

- i) Do I agree with my profiling?

- ii) Does this truly represent me?

- iii) What does my mentor have to say?

- iv) Do I want to embrace this?

- v) How can I effectively improve and grow?

3.0) MY LIFE

3.1) MY LIFE, MY FAITH

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

With your mentor have an open discussion.

Some questions to help encourage more dialogue :

i) My worldview on my faith and other faiths.

ii) From the recent personality and spiritual gift profiling, how does that affect my life and my faith?

iii) Have I ever lead someone to Christ before?

iv) If I have, what did that feel?
If I have yet to, how does that make me feel?

Continue your sharing and conclude appropriately with a prayer and a positive challenge!

3.0) MY LIFE

3.2) MY LIFE, MY FAMILY

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

With your mentor have an open discussion.

Some questions to help encourage more dialogue :

i) In one word, what is 'Family' to you?

ii) Up to this point, what does being in a family mean to you?

iii) If you could, what would be your dream family environment and composition be like?

iv) What is your own understanding of "Body of Christ"
1 Corinthians 12:12 (to 31)

Continue your sharing and conclude appropriately with a prayer and a positive challenge!

3.0) MY LIFE

3.3) MY LIFE, MY FRIENDS

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

With your mentor have an open discussion.

Some questions to help encourage more dialogue :

i) Does friendship means a lot to you?

ii) What are a few values you look for in a friend?

iii) Would you consider Jesus your friend, and how?

Continue your sharing and conclude appropriately with a prayer and a positive challenge!

3.0) MY LIFE

3.4) MY LIFE, MY FUTURE

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

With your mentor have an open discussion.

Some questions to help encourage more dialogue :

i) What does your future look like?

ii) What are you willing to give up/sacrifice for your future?

iii) How much is God involved in your future?

Continue your sharing and conclude appropriately with a prayer and a positive challenge!

4.0) I AM A LEADER

(ADAPTING FROM BILL HYBELS - COURAGEOUS LEADERSHIP)

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

4.1) The Stakes of Leadership

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.2) A Leader's Most Potent Weapon

- The Power of Vision

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

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What does my other team mates think?

What can I apply as a leader?

4.3) Getting it Done Leadership

- Turning Vision into Action

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.4) Building a Kingdom Dream Team

- Communities Close to a Leader's Heart

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.5) The Resource Challenge

- The Test of a Leader's Mettle

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.6) Developing Emerging Leaders

- When Leaders Are at Their Best

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.7) Discovering & Developing Your Own Leadership Style

- The Key to High Impact Learning

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.8) A Leader's Sixth Sense

- The Sources of Decision Making

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.9) The Art of Self-Leadership

- The 360 Degree Leader

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.10) A Leader's Prayer

- "God, Mold and Shape Me to My Full Leadership Potential"

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.11) The Leader's Pathway

- A Vital Walk With God

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

4.12) Developing an Enduring Spirit

- Staying the Course

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

The one word that caught my attention?

What I understood from this chapter?

What does my other team mates think?

What can I apply as a leader?

5.0) I AM A LEARNER

Guidelines :

- prayer
- scripture
- review
- sharing
- responding
- plan ahead
- prayer

By the time you reach this portion of the workbook, you would have journeyed with your mentor for almost a good 12 to 24 months the least!

With your mentor have an open and objective discussion on the next few steps of your mentoring relationship.

Some questions to help encourage more dialogue :

- i) Having journeyed together, there are the other areas of mentorship I would like to explore.

- ii) As my mentor, what other areas do you think I should consider learning and growing at?

- iii) If there is none at the moment, how do we intentionally move on from here and grow as life long friends?

Continue your sharing and conclude appropriately with a prayer and a positive challenge!

6.0) THE NEXT STEP

You have finally reached the end of this Mentoring workbook!

While we both may think the journey has ended, it has only just begun (cliché I know, but certainly true)

You would feel a new lease of life and with all you have learned, experienced and grown through this mentoring process that you can't wait to learn, grow and experience more!

The Next Step would be highly important for you to define and take on.

What's the next book to read?

What's the next area of mentoring that I need?

Who's another mentor I can consider in my journey?

Who can I mentor now?

Proverbs 16:3 (NIV)

Commit to the Lord whatever you do, and He will establish your plans.

Plan as if everything depended on you.

Pray depending everything on God!

**** If you would like to leave a feedback for the author.**

Do contact David Yong at davidyongtarwei@gmail.com

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