

# 5 STEPS to close loop a mentorship

Mentorships are a great way to elevate your career or personal knowledge in your area of interest, but what happens once you've reached your goal?

How do you transition a mentor/mentee relationship after you have accomplished your goal?

How do you know if you should transition the mentor/mentee relationship?

Here are 5 steps to close loop your mentorship.



# STEP 1

## Establish where you are



Establish where you are with the progress of your goal. If your goal has been accomplished, do you still want to learn more? Does this mean you would like to focus on the same goal with some additions or a different goal? Will your new goal benefit from this mentorship? Could your mentor help in this new area of interest?

Answering these questions will help you understand if you need to close loop the relationship with your mentor. You may want to keep the same mentor for your next stage in learning.

# STEP 2

## Create a recap of your mentorship

Recap everything you have accomplished through this mentorship. Be ready to create a list, a PowerPoint, or an excel sheet to show your mentor. This will highlight the vital role your mentor played in your success. This document provides acts as exchange of gratitude if you are transitioning from being a mentee to a colleague or friend.

Be sure to highlight how the mentor aided your success in accomplishing your goal.



# STEP 3

## Create your next step plan.

Create a plan for your next step. Be prepared to complete this visually. If you have decided to take a direction that requires a different mentor then this document will help you transition your mentor to an advocator. An advocator is someone that knows where you are headed, and can speak highly of what you can accomplish. The document can also help show where you are headed in the next steps of this mentorship.



# STEP 4

## Schedule the conversation

Schedule a conversation with your mentor. Make sure you title the conversation accordingly. This can be based on whether the relationship is transitioning to a different capacity or to help achieve new goals.

One great example is "Thank you & my next steps."



# STEP 5

## Having the conversation

Have the conversation.

Be sure to approach the conversation the same as the previous ones. Show your mentor the recap of your accomplishment(s). Walk them through the highlights of how vital they were to your success. Then show them your next steps and discuss what this new relationship might look like.

Completing summaries for your mentor(s) provides a creative and fun way to thank your mentor and build a different kind of relationship.

