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**FOUNDATION
FOR WOMEN**

Introduction to Phase 3: Progression

Overview:

Phase 3 is where the majority of impactful work in your mentoring relationship takes place. In this phase, you and your mentoring partner will focus on advancing the short-term and long-term objectives set in Phase 2. Meetings and discussions will center around planning and making tangible progress toward achieving your goals.

Mid-point review:

At the midpoint of this phase, you will be asked to review your progress. This review will help you assess whether any revisions to your goals are needed to stay on track.

By the end of Phase 3, you will:

- Have engaged in at least 2 hours of meetings per month with your mentoring partner using the mentoring platform.
- Have actively worked towards achieving your established goals and objectives.
- Have measured and assessed progress made against your goals.
- Have reviewed and adjusted your goals, if necessary, to ensure they remain aligned with your objectives.
- Have completed the mid-point survey.

Effective strategies for Phase 3:

Working on Your Goals:

- Mentors: Use diverse skills and tools to provide feedback, challenge assumptions, and support the mentee effectively.
- Mentees: Take the lead in directing the mentoring relationship, maintaining focus, and driving momentum. Be receptive to feedback and actively engage in discussions.

Preparing for meetings:

- Schedule regular meetings with your mentoring partner, ensuring a minimum of 2 hours per month.
- Come prepared to each meeting with a clear agenda. As a mentee, it's your responsibility to draft this agenda to keep meetings focused and action-oriented.

Reviewing progress:

- Regularly review and reflect on your goals with your mentoring partner. This practice will help you adapt to any changes in circumstances and keep your goals relevant.
- Be open to adjusting goals as needed, ensuring they continue to align with your broader business and personal development objectives.

Celebrating achievements:

Take time to acknowledge and celebrate your accomplishments and milestones. Celebrating successes fosters a positive and supportive relationship.

Resources

See these resources to support you in Phase 3:

- [How to maintain focus in your mentoring relationship](#)
- [Relationship evaluation tool](#)
- [How to give and receive feedback](#)
- [Support your mentee to take action against her goals](#)
- [Mentoring reflection tool](#)

There are more dedicated resources and tools on mentoring skills and working with your mentoring partner in the [Mentoring e-library](#).

Password: mentoringCBFW

Support:

If you have any questions or need additional support during this phase, please contact the Mentoring Women in Business Programme team via the Program Coordinator 'loop'. We aim to respond to queries within 2 UK working days.