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FOR WOMEN**

Relationship Evaluation Tool

Purpose:

This tool is designed to help both mentors and mentees evaluate their mentoring relationship. It encourages honest reflection on the progress of the relationship, identifies areas for improvement, and assists in developing a plan for the future.

Step 1: Preparation

Inform your partner: Before your next meeting, inform your mentoring partner that you'd like to evaluate the progress of your relationship. This gives both parties time to reflect and prepare.

Step 2: Reflection questions

Use the following questions to reflect on your mentoring relationship. Answer each question thoughtfully and honestly. Both mentors and mentees should complete this section independently before discussing together.

Communication

- How effective is your communication with your mentoring partner?
- How comfortable are you in giving and receiving feedback?

Meeting schedule

- Are the meeting timings convenient?
- Would a different schedule improve the relationship?

Mentee's perspective

- How available and accommodating is your mentor?
- Does your mentor act as a sounding board and thought partner?

Mentor's perspective

- Is your mentee proactive in scheduling and preparing for meetings?

Expectations

- How much have your expectations been met? What contributed to this or what is missing?

Relationship Retrospective

- If you could start the relationship afresh, what would you do differently?

Step 3: Discussion

Share reflections:

- During your next meeting, share your responses with each other. Discuss areas where your perspectives align and where they differ.

Identify improvements:

- Based on your discussion, identify any areas for improvement.

Step 4: Document a plan

Future vision:

- Define your vision for the remainder of the mentoring relationship. What goals do you want to achieve together?

Action plan:

- Document what you both would like to continue and what changes you agree to implement.

Commitment:

- Agree on how you'll monitor and support each other's progress.

Step 5: Evaluate overall relationship quality

Use this section to evaluate the overall quality of your mentoring relationship and to decide on the future course.

Value of relationship:

- What value does this relationship hold for you?



Contribution vs. benefit:

- How much as you contributing and receiving? Is it balanced?

Emotional impact:

- How does the relationship make you feel?

Future considerations:

- Do you wish to continue this relationship? If yes, what can be improved?
If no, what steps will you take to gracefully conclude it?

Step 6: Conclusion

Review the plan:

- Ensure both parties are aligned with the documented plan.

Commit to regular evaluations:

- Agree to revisit this evaluation periodically to ensure the relationship remains productive and fulfilling.

Conclusion:

This tool is a means to enhance the quality and effectiveness of your mentoring relationship. Use it as an opportunity to be open, honest, and proactive in creating a valuable experience for both mentor and mentee.

