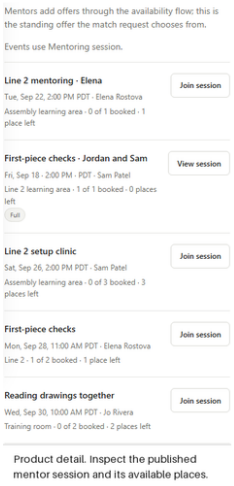
HOLD A MENTORING SESSION AND REFLECT

Give mentoring concerns an accountable response

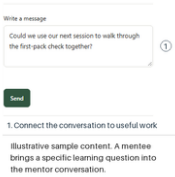
Bring either participant's concern or request to end the relationship to the program owner. Record support arranged and whether the relationship continues or ends so the request receives a clear decision.

Book and hold the session > Record the session outcome > Private reflection on the session > Program owner reviews a concern or a request to end (when triggered)

SkillSmith · Inspect published mentoring sessions and available places



SkillSmith · Bring a practical question into the mentoring conversation



SkillSmith · Record the mentor response and kickoff arrangements



Inspect published mentoring sessions and available places

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Book and hold the session; Private reflection on the session	Respond with date, held / no-show / cancelled, rating and topic.
Receiving colleague	Record the session outcome	Respond with commitments, next step and topic.
Accountable owner	Program owner reviews a concern or a request to end	Respond with relationship continued / ended and support arranged.

Decide the response to the request to end

In a worked example, either participant asks to end the relationship; the owner reviews that request rather than assuming another scheduled session resolves it.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Session form and Feedback	Open the selected material for this occurrence.
Recorded response	support arranged and relationship continued / ended	Save the response with its work context.
Review point	a rating at the configured concern threshold, a concern flagged, or either party asks to end	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Hold a mentoring session and reflect

Bring session form and feedback into the prepared work. Assigned team member, Receiving colleague and Accountable owner each receive the context needed for their part.

01 Book and hold the session

Record date, topic and held / no-show / cancelled.

02 Record the session outcome

Record topic, commitments and next step.

03 Private reflection on the session

Record rating, what helped and what should change.

04 Program owner reviews a concern or a request to end

When a rating at the configured concern threshold, a concern flagged, or either party asks to end, record support arranged and relationship continued / ended.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Hold a mentoring session and reflect

One session at a time: it is booked and held, the mentor records it, the mentee reflects privately, and the program owner steps in when a rating is low. A session closes on its own; the relationship is the parent context, reviewed only when someone asks.

Apprentice mentoring sessions · Machine shop

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Session form The task uses this material	The session record.
Feedback The task uses this material	The private reflection form (rating + text).
Available sessions The task uses this material	Optional office hours or availability.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose session form and feedback from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member, receiving colleague and accountable owner for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Program owner reviews a concern or a request to end”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains support arranged and relationship continued / ended. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring session form and feedback. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when a rating at the configured concern threshold, a concern flagged, or either party asks to end. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Session recorded and reflected on (or recorded as not held); the relationship status is unchanged unless a review ended it.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Practice, reflection and assessment are disconnected.	Connect practical sessions, reflection and separate skill assessment to the work.
An incomplete response loses its correction route.	Use waiting, return and correction paths with a responsible owner and retained context.
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- How should the program owner respond to a concern or request to end the relationship?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact