Reverse Mentoring Instructions
(Mentees)

Reverse mentoring is a great way for both mentors and mentees to learn new concepts, generate ideas, and build a new skill set. For mentees, this is also your chance to see what it’s like to be a mentor. Here’s how it works:

1. Find a mentor that fits what you’re looking for and request a mentorship (follow the instructions at www.swana.org/mentormatch)
2. After you’re both connected, use your first Discovery Phone Call to hear what they need help with and decide together if you wish to try Reverse Mentoring.
3. If you’re able to help and decide to move forward, next designate which meeting(s) to “reverse” the relationship where you will become the mentor and they will become the mentee whether it’s for just one of your meetings or something more consistent.
4. Then access and utilize the Reverse Mentoring worksheets in both the mentor and mentee profiles on MySWANA for guidance when needed.

Below are some Reverse Mentoring activities you both can do together along with the needed worksheets and tools. **Note: You will need to create a FREE account on https://online.visual-paradigm.com/ to use the worksheet templates.**

**Six Thinking Hats**

<table>
<thead>
<tr>
<th>What is the current information on the issue or problem?</th>
<th>What conclusions or summaries can we make in moving forward on the issue or problem?</th>
<th>How does everyone feel about the current situation, issue or problem?</th>
<th>What are the positive aspects of the current situation, issue or problem?</th>
<th>What are the negative aspects of the current situation, issue or problem?</th>
<th>What is the current information on the issue or problem?</th>
</tr>
</thead>
</table>

Six Thinking Hats (also known as Edward de Bono’s Six Hats) is a good decision-making technique and method for enhancing team communication. It fosters collaboration, creativity, and innovation with the parallel thinking process of the six metaphorical hats.

Six Thinking Hats has been specifically designed so that everyone thinks in parallel using only one hat at a time. The process works best with a time limit (5 minutes maximum) for each hat. This encourages the group to ‘try on other hats’ and specifically

**Questions?** Contact Shelby Truxon at struxon@swana.org
Reverse Mentoring Instructions
(Mentees)

helps people who may have very entrenched views to consider the idea from different perspectives.

**White Hat – Facts and Information**

This covers facts, figures, information needs, and gaps. It looks at what is known and what information could be missing. The association is with paper, on which ‘facts’ are recorded.

**Red Hat – Feeling and Intuition**

This covers intuition, feelings, and emotions. It focuses on what people feel about the issue under discussion. Importantly, there’s no need to rationalize or explain.

**Black Hat – Caution and Problems**

This is the hat of judgment and caution. It is the most valuable hat. The focus here is on problems, risks, and challenges that this idea might pose.

**Yellow Hat – Benefits and Advantages**

This is the logical positive—why something will work and why it will offer benefits. It can be used in looking forward to the results of some proposed action, but can also be used to find something of value in what has already happened.

**Blue Hat – Managing Thinking**

This is the overview or process control hat. Could you summaries the findings so far? What needs to happen next?

**Green Hat – Creativity and Solution**

This is the hat of creativity, alternatives, proposals, what is interesting, provocations and changes. This hat is often used in a brainstorm to generate ideas.

**Resource:** [https://online.visual-paradigm.com/knowledge/decision-making/what-is-six-thinking-hats/](https://online.visual-paradigm.com/knowledge/decision-making/what-is-six-thinking-hats/)

**Worksheet Template:** [https://online.visual-paradigm.com/app/diagrams/#diagram:proj=0&type=BlockDiagram&gallery=/repository/9c357fe8-cf01-423b-b234-234a80c88c8f.xml&name=Six%20Thinking%20Hats%20Template](https://online.visual-paradigm.com/app/diagrams/#diagram:proj=0&type=BlockDiagram&gallery=/repository/9c357fe8-cf01-423b-b234-234a80c88c8f.xml&name=Six%20Thinking%20Hats%20Template)

**Questions?** Contact Shelby Truxon at struxon@swana.org
The SWOT analysis method is the situation analysis method. It was proposed by Weirik, a professor of management at the University of San Francisco in the early 1980s. It is often used in enterprise strategy formulation, competitor analysis and other occasions including analysis of **Strengths**, **Weaknesses**, **Opportunities**, and **Threats**. Therefore, the SWOT analysis is a method that comprehensively summarizes the various aspects of the internal and external conditions of the enterprise, and then analyzes the advantages and disadvantages of the organization, opportunities, and threats faced.

Through SWOT analysis, you can help companies to pool resources and actions in their strengths and where there are the most opportunities; and to make their strategy clearer.

**Steps for Conducting SWOT Analysis**

1. What is the current strategy?
2. Confirm the changes in the external environment of the company (Porter 5 force or PEST)
3. According to the company’s resource mix, confirm the company’s key capabilities and key constraints.
4. Construct the SWOT Matrix by placing each one of already identified factors. This is an excellent graphic presentation of what is good and what is bad in your company, and what you can expect as an opportunity or threat.
5. Define SWOT Strategies

**Questions?** Contact Shelby Truxon at struxon@swana.org
Reverse Mentoring Instructions
(Mentees)

6. Choose what strategy to be adopted and determine the future direction and improvement actions to be taken

Resource: https://online.visual-paradigm.com/knowledge/swot-analysis/swot-analysis-case-studies/

Worksheet Template: https://online.visual-paradigm.com/app/diagrams/#diagram:proj=0&type=BlockDiagram&gallery=/repository/31da4110-84a6-4f8e-ba28-396443ded8ea.xml&name=SWOT%20Analysis%20Model

________________________

BrainWriting

Brain-writing involves silently sharing written ideas in groups. It minimizes the effect of status differentials, dysfunctional interpersonal conflicts, group member domination, and pressure to conform to group norms.

Rather than asking members to speak out their ideas, you ask them to write down their ideas about a particular question or problem on sheets of paper for a few minutes; then, you have each member pass their ideas on to someone else, who reads the ideas and adds new ideas. After a few minutes, you ask them to pass their papers to others, and the process repeats. After 10 to 15 minutes, you collect the sheets and post them for immediate discussion.

Resource: https://online.visual-paradigm.com/knowledge/brainstorming/why-brainwriting/

Worksheet Template: Scroll through https://online.visual-paradigm.com/knowledge/brainstorming/why-brainwriting/ and click on the “Edit this Brainwriting Template” button to select one of the 3 templates to use and customize for you and your mentor.

Questions? Contact Shelby Truxon at struxon@swana.org