

Tips for Mentors

Make a special effort to be available to your mentee at least once every two months, away from the distractions of your work, if at all possible.

Interact and share – share your mistakes and struggles, as well as your successes.

Share your specific expectations for the relationship up-front with your mentee.

Invest time in learning about the aspiration, attributes and preferences of your mentee, the better you know your mentee the more detailed guidance you can provide.

Periodically identify special learning opportunities in your organization or in professional networks for your mentee.

Actively assist the mentee in developing his/her own personal network of professional contacts.

Honor any commitments to and confidences of your mentee.

Be clear about purpose and boundaries.

Periodically validate with your mentee the value of the information and counsel you are providing.

Provide honest, caring, regular, and diplomatic feedback to your mentee.

Listen deeply and ask powerful questions.

Maintain and respect privacy, honesty and integrity.

Accept that the relationship is temporary, but be alert for the possibility that it may exceed for a longer time frame, this should be a mutual agreement as to how you wish to proceed

Believe in your ability to mentor.

Make a list – preparing for your first meeting make a list of things that you would have wanted to know when you were in the position of the student you will be mentoring. List should include information about yourself (as the mentor) about the organization you work for and your position there, expectations concerning the mentor-mentee relationship.

Create an agenda to include: 1. Getting to know each other, 2. Logistics, 3. Goals and expectations, 4. Concerns that might interfere with meeting again, 5. Initial impressions, 6. Questions to ask the mentee, 7. Why you think you can be a worthy mentor etc.