



margaret a. davidson coastal career development workshop

MENTOR-MENTEE ADVICE

Goals of a mentoring relationship

- Honesty between mentor and mentee
- Confidentiality is maintained on all subjects
- Active listening and learning from each other
- Mutual benefits are evident for both mentor and mentee
- Flexibility is maintained

The importance of mentoring

- Develops leadership, communication, and management skills
- Teaches and encourages knowledge sharing
- Increases confidence and motivation by both mentors and mentees
- Allows mentors and mentees to give back to the field or industry
- Provides opportunities for networking and collaboration
- Improves recruitment and retention of employees through a satisfied workforce
- Reinforces positive organizational culture

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WHY ESTABLISH A MENTOR-MENTEE RELATIONSHIP?

The benefits of being mentored

1. Enhances personal and professional growth.
2. Allows for the acquisition of new technical skills by learning from the experience of others
3. Enhances interpersonal and/or communication skills
4. Provides an opportunity to develop and become a more effective leader
5. Gains practical advice, support, and encouragement
6. Provides a trusted counselor in times of crisis or need
7. Expands network of colleagues
8. Encourages movement beyond ones' comfort zone
9. Increases social and academic confidence

The benefits of being a mentor

1. Opportunity to develop and hone leadership and management skills, and demonstrate those leadership qualities to others in profession
2. Provides opportunity to hone or develop a new skill set, particularly from a younger generation
3. Broadens and expands network of colleagues, builds additional professional relationships
4. Provides personal satisfaction through systematic transfer of knowledge to younger professionals
5. Improves communication and interpersonal skills
6. Increases confidence and motivation
7. Provides an opportunity to gain recognition for skills and experience
8. Provides a sense of fulfillment and personal growth from passing knowledge on to others, and gaining some in return



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WHAT IT TAKES AND WHAT IT MEANS TO BE A GOOD MENTOR

1. Knows the mentees' personal strengths and weaknesses
2. Understands their own motivations for becoming a mentor
3. Realistically assesses skills and leadership experience, and determines what the mentee can gain from the relationship
4. Assesses opportunities for mentoring outside of designated field
5. Has a solid understanding of what the mentee hopes to gain from the experience
6. Communicates expectations of the mentees flexible and willing to change plans to achieve goals
7. Develops a plan with the mentee, outlining goals, milestones, and deliverables
8. Develops an exit strategy with mentee, in case the relationship is not working, or if initial goals have been achieved
9. Can adapt feedback for mentee to their personal learning style
10. Understands the time commitment associated with being a successful mentor
11. Provides constructive criticism and advice, while still engaging in difficult conversations
12. Evaluates progress throughout the process and redefines goals and milestones as needed
13. Celebrates successes of the mentees reliable, approachable, and follows through on promises
14. Recognizes their own weaknesses and refers mentee to others for expertise when needed
15. Recognizes their mentees' weaknesses and works on honing skills as appropriate, but also builds on the mentees' strengths
16. When the relationship is coming to a close, the mentor takes the time to summarize the experience as a reference for the mentee
17. Follows up on mentees successes after mentoring relationship is finished
18. Celebrates the end of a successful mentoring relationship with the mentee, including feedback to the mentee on the benefits they themselves obtained from the relationship



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WHAT IT TAKES AND WHAT IT MEANS TO BE A GOOD MENTEE

1. Understands personal motivations for becoming a mentee
2. Understands their own expectations for the mentor
3. The mentee goes beyond their comfort zone, and seeks mentors from different fields or perspectives
4. Maintains flexibility in order to achieve goals
5. Works with the mentor to develop a plan on goals, milestones, and deliverables
6. Informs mentor of learning style to help facilitate communication
7. Has a desire to learn
8. Takes initiative and accepts responsibility Is willing to grow and take on challenges Is trustworthy and reliable
9. Takes the initiative to schedule your meetings
10. Grabs the responsibility for learning and development in the relationship
11. Self-assesses their progress
12. Seeks and stays receptive to feedback
13. Maintains confidentiality Is prepared for meetings
14. Follows up with assigned learning opportunities
15. Understands the time commitment associated with becoming a good mentee
16. Actively listens and contributes to conversations with mentor
17. Accepts constructive criticism, and works toward improving skillset
18. When the relationship has concluded, keeps in contact with mentor with periodic updates
19. Is gracious and respectful of the time committed by the mentor