



Being a Mentor

OBJECTIVE FOR MENTORS

To provide leaders with a challenging opportunity to further develop their leadership skills and assist mentees in enhancing their skills and attributes to promote excellence in the industry.

EXPECTATIONS FOR A MENTOR

- Research your mentee (LinkedIn, published articles, news / announcements, etc.) before the first meeting
- Offer help and support in a manner that the mentee will appreciate and value to empower them to move forward with confidence towards what they want to achieve
- Establish personal rapport
- Encourage mentees to acquire the right attitude and frame their thoughts with the right perspectives
- Create an environment for growth of a person's character, values, self-awareness, empathy, and capacity for respect
- Exhibit confidence and patience
- Demonstrate sensitivity to the mentee's needs
- Create a positive environment
- Establish the skillset the mentee has and determine developmental and advancement (resume review, professional development, shadowing, etc.) needs
- Promote autonomy; make the mentee independent of you, not dependent on you
- Share your failures as well as your successes – be authentic
- Prepare specific goals for your relationship
- Monitor, review, critique, and develop a plan and specific time to discuss potential actions
- Teach by giving options as well as direction
- Demonstrate commitment to the relationship
- Show flexibility
- Promote confidentiality
- Be curious and listen to understand.
- Show respect and suspend judgment
- Note any common ground as well as any differences

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- Be purposeful and to the point
- Look for special events and outside the box opportunities for the mentee
- Act as a role model of proper conduct in a variety of situations
- Monitor mentee's progress within the program
- Show mentee how to assess and improve his/her own performance
- Reinforce an open line of communication for questions
- Ensure your mentee is aware of important industry events and activities, and if applicable invite him/her to attend
- Where possible, be a champion for your mentee by introducing him/her to your connections
- Ask for feedback from your mentee

BENEFITS TO THE MENTOR

- Increase their mentoring skills, which can be used in numerous personal and professional areas of their lives
- Demonstrate their ability to recognize and develop talent
- Through sharing of experiences with others, mentors and mentees will enjoy improved networking and skill enhancement
- Mentors gain the satisfaction of knowing they have helped mentees improve their skills
- Peer development is a mentor's contribution to the company
- The Mentor program keeps the mentor sharp, current, etc.
- Indirectly "pay back" their own mentors for help received
- Possibly gain fresh enthusiasm for their own careers and lives

QUESTIONS TO ASK BEFORE THE FIRST CALL

- Do I want to be a mentor?
- What does being a mentor look like to me?
- What do I want to gain from being a mentor?
- What are my goals for a mentorship relationship?
- Does the mentee exhibit drive, curiosity, and a desire to learn?
- Can my knowledge / experience / strengths be helpful to them?
- What are three valuable things that I can bring to a mentor / mentee relationship?
- How did being a mentee impact my life / career?
- What time commitment am I willing to invest?
- How am I going to create accountability for both myself and my mentee?

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MENTORING vs. COACHING

Mentors help professionals learn, achieve and advance by sharing their experiences, advising on decisions and guiding a career path. Mentors are willing to be responsible for another's growth and advancement. A Coach creates an open, non-judgmental dialogue using thought-provoking questions to maximize personal and professional potential. They create space, empower and hold the participant accountable. A Mentor TELLS, advises, instructs, gives opinions while a Coach ASKS questions that tap creativity of the participant. If you want to be a Coach instead of or in addition to being a Mentor, here are some questions to ask:

- **Connect**
 - What's been going on lately?
 - Where have you been putting your energy?
 - What's on your mind?
 - How did _____ go?
- **Focus**
 - Where do you want to start?
 - What do you need to have by the end of our conversation?
 - When are you at your best?
 - How do you want to improve?
 - What are your expectations?
 - What is another way to look at this situation?
 - What would it take to stretch you in this situation?
 - It sounds like there's more to it ...
- **Take Action**
 - What do you think are the important next steps?
 - What exactly does that look like?
 - What options do you see?
 - What other choices can you make?
 - What challenges do you anticipate?
 - What do you need to reach your goals?
 - How can I help?

ADDITIONAL RESOURCES

- *The Transitions: Claire & Mark on ... Mentoring*
 - www.youtube.com/watch?v=xllBU8wyxZ4
- **SIGUCCS: Mentor Guide**
 - www.educause.edu/-/media/files/wiki-import/2014infosecurityguide/mentoring-toolkit/siguccsmentorguidepdf
- **Forbes: 40 Questions To Ask a Mentor**
 - www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor

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- Risk & Insurance: **Stop Sitting on Your Hands and Start Mentoring Young Talent**
 - <https://riskandinsurance.com/the-power-of-good-mentorships/>
- PayScale: **10 Questions Your Mentor Can't Wait to Answer!**
 - www.payscale.com/career-news/2019/11/10-questions-your-mentor-cant-wait-to-answer
- EHS Today: **How to Be an Effective Mentor**
 - www.ehstoday.com/safety-leadership/article/21138484/safety-leadership-how-to-be-an-effective-mentor
- Artemis Connection: **Do you have a champion or a mentor?**
 - www.artemisconnection.com/do-you-have-a-champion-or-a-mentor

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Being a Mentee

OBJECTIVE FOR MENTEES

To provide life-long learners the opportunity to engage leaders with different backgrounds, experience and perspectives to grow in both their personal and professional lives.

EXPECTATIONS FOR A MENTEE

- Research your mentor (LinkedIn, published articles, news / announcements, etc.) before the first meeting
- Communicate development goals
- Establish accountability
- Respect mentor's time
- Schedule all meetings and if something comes up cancel / reschedule quickly
- Be prepared with agenda / development goals
- Take action on information provided by mentor
- Be curious and listen to understand
- Accept help
- Take notes (e.g. keep a journal)
- Follow through on agreed-upon next steps
- Promote confidentiality
- Create a positive environment
- Communicate clearly
- Share your failures as well as your successes – be authentic
- Prepare specific goals for your relationship
- Demonstrate commitment to the relationship
- Show respect and suspend judgment
- Note any common ground as well as any differences
- Provide respectful feedback to your mentor
- Own and guide the conversation
- Participate in *The Transitions* Mentorship events (Q&A session, Orientation meeting, Happy Hours, etc.)

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BENEFITS TO THE MENTEE

- Improved performance and productivity
- Greater career satisfaction
- Enhanced career and networking potential
- Enhanced knowledge of technical and organizational aspects of industry
- Savings in time and money by utilizing internal resources
- Observe and interact with successful experts
- Receive personalized feedback and encouragement
- Acquire and improve their knowledge, skills, and abilities
- Save time by learning shortcuts and strategies that normally take years of trial and error to obtain

QUESTIONS TO ASK BEFORE THE FIRST CALL

- Do I want to be a mentee?
- What are the top five things I want to gain from a mentorship?
- Does the person I want as a mentor have a mentor or mentee?
- Does this person exhibit drive, curiosity, and a desire to learn?
- Do they possess strengths that match my weakness?
- What time commitment am I willing to invest?
- What are some real-life scenarios that I want to address with my mentor?
- Do I want someone who will push me or someone who is just prepared to listen and offer advice from time to time?
- Do I expect my mentor to help expand my personal / professional network?

ADDITIONAL RESOURCES

- *The Transitions: Claire & Mark on ... Mentoring*
 - www.youtube.com/watch?v=xllBU8wyxZ4
- American College of Healthcare Executives: **Mentee Guide**
 - www.ache.org/-/media/ache/career-resource-center/mentee_guide.pdf
- Forbes: **40 Questions To Ask a Mentor**
 - www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor
- TED.com: **The 5 types of mentors you need in your life**
 - <https://ideas.ted.com/the-5-types-of-mentors-you-need-in-your-life/>
- Harvard Business Review: **How to Build a Great Relationship with a Mentor**
 - <https://hbr.org/2020/01/how-to-build-a-great-relationship-with-a-mentor>

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- US Chamber of Commerce Foundation: **Questions to Ask a Mentor/Tips for a Successful Mentoring Session**
 - www.uschamberfoundation.org/questions-ask-mentor-and-tips-successful-mentoring-session
- PayScale: **10 Questions Your Mentor Can't Wait to Answer!**
 - www.payscale.com/career-news/2019/11/10-questions-your-mentor-cant-wait-to-answer
- Mentoring Complete: **How to Prepare for your Meeting with your Mentor**
 - www.get.mentoringcomplete.com/blog/bid/88274/6-tips-for-mentorees-to-prepare-for-meetings-with-a-mentor
- eWF International: **10 Questions to Ask to Find a Good Mentor**
 - <https://ewfinternational.com/how-find-good-mentor/>

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