



# 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
- Be purposeful and to the point

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- 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?

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### ADDITIONAL RESOURCES

- *The Transitions*: **Claire & Mark on ... Mentoring**
  - [www.youtube.com/watch?v=xllBU8wyxZ4](http://www.youtube.com/watch?v=xllBU8wyxZ4)
- SIGUCCS: **Mentor Guide**
  - [www.educause.edu/-/media/files/wiki-import/2014infosecurityguide/mentoring-toolkit/siguccsmentorguidepdf](http://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](http://www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor)
- 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](http://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](http://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](http://www.artemisconnection.com/do-you-have-a-champion-or-a-mentor)

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