

Mentoring Cheat Sheet



ROLE OF A MENTOR

Mentoring is a voluntary relationship where a more experienced person helps another less experienced person to develop both in his/her career and personally.

Do's

- Listen to seek understanding
- Develop trust - a safe place
- Collaborate
- Provide guidance
- Allow mentees to own the process of getting the solution
- Probe and question with empathy

Dont's

- Instruct
- Give a solution
- Aim for agreement always
- Minimize/ invalidate their challenges
- Assume you understand completely
- Over promise
- Impose personal thinking

Remember

- AFFIRM the mentee - notice what you can acknowledge and say it at the end of each session
- The principle of 'SOCIAL CONTAGION' – your mentee will watch and copy what you do and how you show up – be prepared to be AUTHENTIC & VULNERABLE
- When people think for themselves, they remember & commit
- Practice Neutrality and Compassion
- Meet the Mentee where they are at
- The QUALITY of the WORK depends on the QUALITY of the RELATIONSHIP
- No one likes a KNOW IT ALL or UNSOLICITED FEEDBACK

Process for giving feedback

