



Best Practices for Successful Mentoring

Tips for Establishing Effective Mentor/Mentee Relationships

Tips for Mentees
<ul style="list-style-type: none"> ▪ Be clear about what you want
<ul style="list-style-type: none"> ▪ Ask questions
<ul style="list-style-type: none"> ▪ Be open to ideas and suggestions
<ul style="list-style-type: none"> ▪ Solicit feedback from your mentor and be willing to accept constructive feedback
<ul style="list-style-type: none"> ▪ If you disagree with advice from your mentor, it's okay to say so
<ul style="list-style-type: none"> ▪ Don't expect your mentor to be an expert in every facet of leadership. Be prepared to be directed to other resources, advisors, etc.
Tips for Mentors
<ul style="list-style-type: none"> ▪ Build on suggestions, thoughts, and ideas
<ul style="list-style-type: none"> ▪ Practice and encourage open and honest communication
<ul style="list-style-type: none"> ▪ Share wisdom, share relevant experiences. You are not expected to be "The Expert"-assist and guide mentee to other resources as needed.
<ul style="list-style-type: none"> ▪ Listen-avoid interrupting and clarify your understanding of what you hear
<ul style="list-style-type: none"> ▪ Provide balanced feedback (positive and constructive)
<ul style="list-style-type: none"> ▪ Hold mentee accountable for their progress, and show enthusiasm and interest in their progress
Tips for Both Parties
<ul style="list-style-type: none"> ▪ Share and set expectations and boundaries of the relationship.
<ul style="list-style-type: none"> ▪ Both parties are responsible for the relationship.
<ul style="list-style-type: none"> ▪ Enjoy the experience.
<ul style="list-style-type: none"> ▪ Keep an open line of communication with WLA Liaison-to ask questions, share feedback, concerns or challenges. Their role is to support both parties.

Getting the Most out of Your Mentor/Mentee Meetings

Reminders for Effective Meetings
<ul style="list-style-type: none"> ▪ Use first meeting to establish rapport. Share experiences and expectations. Start with setting one goal.
<ul style="list-style-type: none"> ▪ Set a mutually agreed upon meeting time and place and establish boundaries for contacting each other.
<ul style="list-style-type: none"> ▪ Come prepared to each meeting.
<ul style="list-style-type: none"> ▪ Take time to discuss/measure progress on goals.
<ul style="list-style-type: none"> ▪ Maintain mutual confidentiality.