



Keys to Successful Mentoring Relationships

A mentor is a trusted counselor or guide. A mentor is an individual, usually older, always more experienced, who helps guide another individual's development. The mentor's role is to guide, to give advice, and to support the mentee. A mentor can help a person (mentee) improve his or her abilities and skills through observation, assessment, modeling and by providing guidance.

1. **Keep communications open.**

Mentee: Be up front. Let your mentor know what your goals are and what you hope to take away from the program.

Mentor: Help your mentee set realistic expectations. Also, if you know you will be unavailable because of business or personal travel, let them know.

2. **Offer support.**

Mentee: Remember that your mentor is there for you, but is only a guide.

Mentor: Encourage communication and participation. Help create a solid plan of action.

3. **Define expectations.**

Mentee: Review your goals. Make sure your mentor knows what to expect from you.

Mentor: Set boundaries and discuss expectations of the mentoring relationship as it pertains to the program. Help set up a system of measure achievement.

4. **Maintain contact.**

Mentee: Be polite and courteous. Keep up and answer your emails, text messages, calls and ask questions.

Mentor: Respond to your emails, calls and messages. Answer questions and provide advice, feedback, resources and guidance when appropriate.

5. **Be honest.**

Mentee: Let your mentor know if you don't understand something or have a differing opinion.

Mentor: Be truthful in your evaluations and conversations, but also be tactful.

6. **Actively participate.**

Mentee: Listen and engage in the conversation and mentoring sessions you have with your mentor or in any activities your mentor shares with you.

Mentor: Engage in your own learning while you are mentoring, collaborate, and ask questions.

7. Be innovative and creative.

Mentee: Offer ideas on what activities and exercises you can do together.

Mentor: Share your ideas, give advice and be a resource for new ideas.

8. Get to know each other.

Mentee and Mentor: Remember that people come from diverse backgrounds and experiences. Get to know each other on an individual basis.

9. Be reliable and consistent.

Mentee and Mentor: The more consistent you are, the more you will be trusted.

10. Stay positive!

Mentee: Remember that your mentor is offering feedback and not criticizing. Your mentor is a volunteer that is giving their time, experience, and care to help and support your educational and life goals.

Mentor: Recognize the work the mentee has done and the progress made. Encourage a positive mindset and stay the course and do not give up.