

MENTORING BEST PRACTICES

As Mentor

- Creating an environment for open communication by listening to mentees' perspectives and concerns
- Helping mentees clarify career goals, and identify problems and solutions
- Providing actionable advice, guidance, and support
- Sharing stories about experiences
- Defining realistic goals and expectations
- Developing and revisiting an action plan
- Setting milestones to monitor success
- Establishing communication guidelines
- Creating the time for meeting
 - Meetings at least every 4-6 weeks
 - Meetings more often can be beneficial
- Laying the ground rules on and maintaining confidentiality
- Following through on commitments

MENTORING BEST PRACTICES

As Mentee

- Communicating openly and honestly
- Asking questions and soliciting feedback
- Observing how mentors work and manage people
- Realizing mentors will not know everything
- Prioritizing issues for action or support
- Telling mentors how advice has been useful
- Being proactive
- Defining realistic goals and expectations
- Developing and revisiting an action plan
- Setting milestones to monitor success
- Establishing communication guidelines
- Creating the time for meeting
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