

Building a Mentoring Relationship

Be Informed

-Understand the goals/needs of your mentee. You can ask, "What made you sign up for the mentoring program?" or "What about my profile stood out to you?"

-Discuss expectations. Identify what are the major goals for the mentee.

-Identify the preferred methods for interaction. Ask about frequency of interactions, how feedback is preferred, and timelines for responses.

-Get to know each other. Feel free to share information outside of academics/professions. At times, this information can offer insight to future issues/questions.

Be Interested

-Ask thoughtful questions about the mentee's interests, experiences, and background

-Inquire about important milestones/goals, and even challenges. Ask if lessons were learned, or future help is needed.

-Practice active listening. Repeat back questions. Try not to interrupt. Provide recaps of interactions.

-Avoid giving quick responses, or rushing an interaction.

-Build rapport. Share your personal story: lessons you learned, challenges you faced, and personal motivators.

Be A Coach

-It is okay to identify behaviors or attitudes that need improvement. Always offer criticism in a constructive manner.

-Encourage your mentee to take risks. Prepare them to do so.

-Create a plan for follow up and action items. It is often best to schedule the next interaction at the end of the current one.

-Express the importance of commitment and dedication to personal and professional development.