

# State-wide Mentorship Program

MENTOR INTRODUCTION & EXPECTATIONS



# What is Mentoring?

A professional relationship where an experienced person (the Mentor) assists another person (the Mentee) in developing specific skills and knowledge that will enhance professional and personal growth.

# Why Mentoring?

- Enables growth potential
- Encourages life-long learning
- Provides forum to share experiences and knowledge with others

**Mentoring is a win for everyone!**

# Important Skills for Mentor

- Instructing/Developing Capabilities
- Inspiring
- Providing Corrective Feedback
- Managing Risks
- Opening Doors
- **Listen actively**
- **Identify goals**
- **Build trust**
- **Encourage**

Highlight = shared skills with mentee

# Mentor Expectations

- Willingness to invest time and energy in the professional learning of your colleagues
- A strong conviction and belief that other mentors are likely to have a positive effect on the quality of community and education of leadership
- Confidence in your own ability
- High standards and expectations for your own abilities and for the work of your colleagues
- A belief that mentoring is a mutually enhancing professional learning opportunity where both partners will achieve equal satisfaction from the relationship

# General Responsibilities of the Mentor

1. **Advising:** The mentor responds to a colleague's need to gain information in a desired area
2. **Communicating:** The mentor works consistently to ensure that open lines of communication are always available
3. **Counseling:** The mentor provides needed support
4. **Guiding:** The mentor works to acquaint a new colleague to the informal and formal norms of a particular system

# General Responsibilities of the Mentor

**5. Modeling:** The mentor serves a role model by consistently demonstrating professional and competent performance on the job and coaching

**6. Protecting:** When needed, the mentor serves as a buffer between a colleague and those in a system who might wish to detract from that person's performance

**7. Skill developing:** the mentor assists others in learning skills needed to carry out their jobs effectively.

# Benefits from Being a Mentor

- Improve communication and personal skills
- Develop leadership and management qualities
- Reinforce your work study skills and knowledge of your subject(s)
- Increase your confidence and motivation
- Engage in a volunteering opportunity, valued by employers
- Enhance your CV

# During your 1<sup>st</sup> mentor meeting

- Share professional background and information on what your position contributes to your organization/profession
- Discuss and decide how you will work together, including items such as
  - The best time and method to meet. Set up your first few meetings
  - The preferred method for staying in touch between meetings, if there is a need
  - The type of issues and/or situation that might be discussed
  - Preferences regarding confidentiality
  - Ask your mentee about goals and areas where he/she wants input, support or resources

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# Following your 1<sup>st</sup> mentor meeting

- Make note of any agreements the two of you made and schedule any follow up
- Consider the rapport established and goals discussed during the first meeting and decide if you think you can continue to be an effective mentor. If not, notify those who made the pairing.
- Share some brief feedback with anyone who made the pairing about how the first meeting went (not necessarily the content)