

TIPS FOR A SUCCESSFUL MENTORING RELATIONSHIP

Reference: *'Leadership for Engineers: The Magic of Mindset'*, Chapters 2, 8, 10 and 16.

The mentoring relationship has been proven to be a valuable process that can accelerate the growth and development of all levels of employees. Successful mentoring relationships don't just happen – here are some guidelines that can help.

MENTEE:

1. Identify goals and objectives.
2. Must be responsible for their own growth and development.
3. Be willing to learn, to share information, and to take risks.
4. Must be willing to invest time and energy.
5. Remain open to honest feedback (accept that growth can be painful).
6. Have realistic expectations.
7. Be proactive rather than reactive.
8. Remain focused on growth and development opportunities.
9. Pre-arrange time and place for meetings to occur at least monthly – plan agenda.
10. Give honest feedback to mentors regarding their responsiveness and communication style.

MENTOR:

1. Primary goal is to meet the needs of the mentee through coaching and advising. Learn to ask a lot of open-ended questions.
2. Remain objective.
3. Be willing to share experiences and knowledge.
4. Must be interested in helping others develop.
5. Be committed to meeting on a monthly basis.
6. Provide honest feedback when discussing developmental needs and strengths.
7. Be present (emotionally and intellectually) in the relationship.
8. Know that mentors do not have all the answers.
9. Be a partner in the relationship, not the expert.

BOTH MENTEE AND MENTOR:

1. Clarify roles and expectations.
 2. Keep a positive attitude.
 3. Be an active listener and establish presence for one another.
 4. Be trustworthy – never betray confidences. The most important element is trust!
 5. Mentor relationships should not be in the chain of command.
 6. Be sensitive to the issues of sexual harassment or discrimination within a business environment.
 7. Recognize that you both will learn as much from mistakes as from successes.
 8. Admit mistakes and share failures.
 9. Be open and honest.
 10. Remain committed to the relationship.
 11. Put an end date on the relationship but extend if both parties agree.
-