

# Making the Most of Your Mentoring Relationship

# The Terminology of Mentoring

## Mentoring

A nurturing process that fosters the growth and development of the protégé/mentee

## Mentor

A teacher or advisor who leads through guidance and support

## Protégé/Mentee

One who is under the care and protection of an experienced, influential and prominent person who will help to further their career

# How Mentoring Works

**A shared relationship where both parties benefit**

# Benefits to the Mentee

## **Mentees acquire:**

- ▶ A sounding board for exploring career options
- ▶ Strategies on how to function and succeed in the workplace
- ▶ Improved career management
- ▶ A confidante
- ▶ Greater access to professional contacts

# Additional Benefits to the Mentee

- ▶ Increased self-confidence
- ▶ Increased self-awareness
- ▶ Stronger communications skills
- ▶ Improved goal-setting skills
- ▶ Learning to self-reflect
- ▶ Exposure to new and different perspectives

# Benefits to the Mentor

## **Mentors acquire:**

- ▶ A sense of pride when their mentee does well
- ▶ Personal satisfaction in teaching
- ▶ Improved coaching and counseling skills
- ▶ Exposure to new ideas and perspectives
- ▶ Exposure to concerns, issues and needs of diverse candidates

# Additional Benefits to the Mentor

- ▶ Leadership skills
- ▶ The art of asking questions
- ▶ The art of delivering feedback
- ▶ Becoming a good listener
- ▶ Learning from someone else

# Open Up & Ask for Help!

- ▶ You don't need to have all the answers
- ▶ Put your issues and concerns out on the table
- ▶ Check your ego and be prepared to accept constructive feedback
- ▶ Your mentor is here to support you



# Best Practices for Optimizing Your Mentoring Relationship

## Be Intentional

- ❑ Think in advance about what you would like from each meeting
- ❑ In order to help you, your mentor needs to know what you really need
- ❑ Develop concrete SMART goals

# Best Practices for Optimizing Your Mentoring Relationship

## Be Respectful of Your Mentor's Time

- ❑ Be prompt and prepared for each meeting
- ❑ Establish a regular meeting schedule and agree upon modes of communication
- ❑ Make sure you are in a quiet place that is free of distractions
- ❑ If you are doing a video call, make sure you are in a place with good lighting

# Best Practices for Optimizing Your Mentoring Relationship

## Be Authentic

- ❑ Be honest about any thoughts or concerns that may affect the decisions you make along the way
- ❑ Know that you don't have to have it all together!
- ❑ Let your mentor know how they can help you

# Best Practices for Optimizing Your Mentoring Relationship

## Be Prepared

- In advance of your meeting, send your mentor any materials that might be helpful
  - Resume
  - Draft cover letter
  - List of companies that are of interest to you
  - List of questions and an agenda

# Best Practices for Optimizing Your Mentoring Relationship

## Do Your Homework

- ❑ Check out your mentor's profile on LinkedIn
- ❑ Knowing who your mentor is can help you to develop questions and shape your coaching engagement for success

# Questions to Consider

- ▶ **Where do I want to be in 5 years? In 10 years?**
- ▶ **What am I passionate about?**
- ▶ **Why have I chosen this career direction?**
- ▶ **What are my unique skills, talents and perspectives?**

# Mentoring Follow-Up

- ▶ **Be Appreciative**
  - ▶ Thank your mentor when the relationship is ending
  - ▶ Recognize how your mentor has helped you
- ▶ **Give Back**
  - ▶ Ask your mentor how you can help them
  - ▶ Pay it forward