



MENTORING FUNCTIONS

Career Functions (preparing for advancement)

Sponsoring	<ul style="list-style-type: none">▪ Opens closed doors.▪ Nominates mentee for desirable moves.
Exposure/ Visibility	<ul style="list-style-type: none">▪ Pushes to develop relationships with key figures.
Coaching	<ul style="list-style-type: none">▪ Outlines strategies to accomplish objectives.▪ Facilitates strategies to achieve career aspirations.▪ Broadens mentee's perspective.
Protecting	<ul style="list-style-type: none">▪ Shields from damaging contact with senior managers.▪ Takes credit/blame in controversial situations.
Challenging	<ul style="list-style-type: none">▪ Encourages taking on challenging assignments.

Personal Functions (competence in professional role)

Role Modeling	<ul style="list-style-type: none">▪ Provides a model of attitudes, values, and behaviors.
Accepting/ Confirming	<ul style="list-style-type: none">▪ Provides sense of self by conveying positive regard.▪ Encourages risk-taking; allows for experimentation.
Counseling	<ul style="list-style-type: none">▪ Enables mentee to explore personal concerns.▪ Permits safe area in which concerns can be shared confidentially.
Friendship	<ul style="list-style-type: none">▪ Results in enjoyable exchange about work and non-work experiences.



MENTORING

Mentor Checklist

- Hold regular meetings with mentee to discuss developmental approaches, answer questions, or offer advice.
- Make telephone calls on behalf of mentee.
- Introduce mentee to others who might assist in achieving mentee's career goals.
- Monitor activities and results designed to enhance mentee's professional growth.
- Provide mentee with organizational or program information useful to professional goals.
- Meet or speak with mentee's supervisor concerning developmental skills; discuss specific areas with mentee.
- Suggest activities that might enhance mentee's identified goals (e.g., attending meetings, approaches to projects, interactions with others).
- Discuss role as mentor with other organization managers/employees to champion the mentee and program.

Mentoring Tips

- You are not required to be the expert on every topic; know when to direct the mentee to an appropriate source.
- Share information; it strengthens a mentor-mentee relationship.
- Explain, in detail, what you expect from your mentee. Do not mistake silence for understanding.
- Be sensitive to cultural issues and communication tendencies.
- Talk to others to find available opportunities for your mentee.
- Introduce your mentee to people who could help build his/her network of contacts.



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Role of the Mentee

- Set and carry out high expectations of performance.
- Possess self-confidence.
- Offer friendship.
- Honestly share.
- Take chances.
- Take classes/workshops.
- Listen and clarify.
- Look for challenges.
- Demonstrate professional behavior.
- Take a look at one's self.
- Change behaviors/attitudes.
- Learn by watching.
- Tutor self – figure things out.
- Ask questions, seek advice/counsel.
- Be sensitive to others. (BUILDING RELATIONSHIPS)

Mentee Checklist

- Develop a schedule for meeting/talking with mentor.
- Schedule and conduct initial meeting with mentor.
- Discuss with mentor at initial meeting, short and long-term goals and what you would like to accomplish during your year as a mentee.
- Through a discussion with your mentor, determine 3-5 developmental activities you will accomplish by first quarterly meeting.
- Prepare an IDP or Managerial Developmental Plan.
- Discuss developmental tasks and IDP or MDP.
- Develop log for recording mentoring activities and status.
- Comply with tasks identified/initiated by mentor.
- Maintain communication with manager.
- Participate in scheduled meetings/training/activities with other mentee.