

A group of four business professionals (three men and one woman) are gathered around a table in a meeting. They are looking at a tablet displaying a bar chart and several documents. The man on the right is pointing at the tablet. The woman on the left is holding a pen. The man in the center is holding a pencil. The background is a blurred office setting.

Success Through Mentorship

Objectives

-
- Define role of mentee and mentor
 - Identify qualities of great mentors
 - Discuss mentoring techniques
 - Convey benefits
 - Outline best practices

Role of Mentee

Takes advantage of professional development opportunities

Sets professional goals

Builds rapport, collaborate, ask questions, share openly

Develops employability skills

Seeks and accepts feedback

Open to new ideas and discussing problems and concerns

Maintains confidentiality

Carries out tasks and projects by agreed upon times

Acts on expert and objective advice

Maintains mutual trust and respect

Attends all scheduled meetings

A person who is advised and helped by a more experienced person over a period of time

Mentor



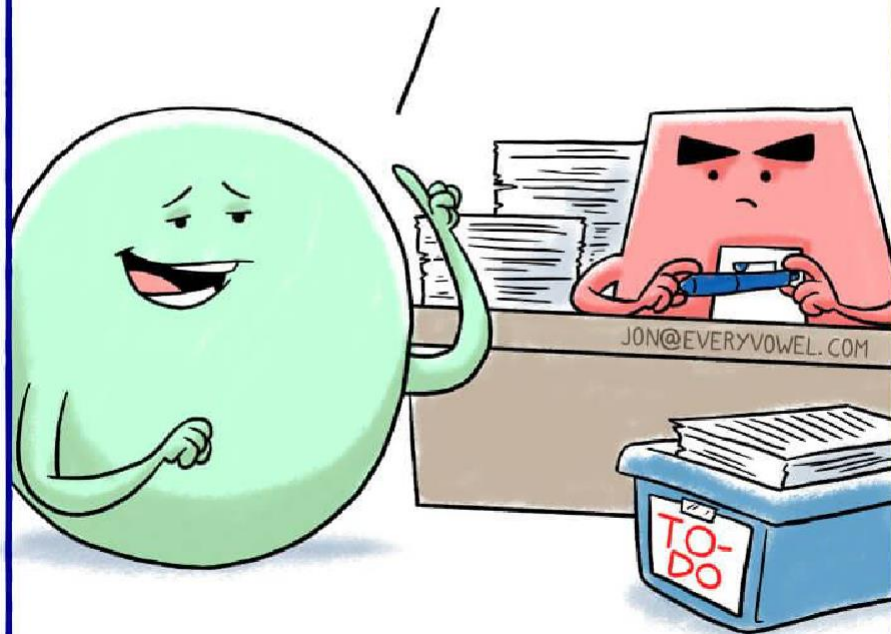
A Mentor is not...

- Parent
- Tutor
- Provider
- All knowing
- Manager
- HR Business Partner

Qualities

DON'T TELL ME

I WAS VALEDICTORIAN IN COLLEGE...
I CAN HANDLE ANYTHING!



SHOW ME

HE CAN HANDLE ANYTHING!



Qualities

Listen
to
Understand

Ask
Deeper
Questions

Avoid
Interruptions

Take
Non-verbal
Cues

Slow
Down,
Practice
Silence

Train
Mind,
Don't be
Distracted

Withhold
Judgement

ACTIVE LISTENING

SKILLS

Qualities



Techniques



Techniques



Job shadowing



Role play



Content discussions



Demonstrations



Research activities



Providing resources



Quality checks,
feedback on
projects

Best Practices

- The mentor should engage the mentee in creating the plan/roadmap
- Utilize your roadmap/meeting plan
- Stay committed
- Keep an open mind
- Come prepared
- Use time together effectively & wisely
- Identify minimum number of meetings
- Utilize Outlook for your meetings

Initial Meeting

- Get to know partner
 - Hobbies, interests, background, career goals
- Create roadmap
 - Discuss what both of you want to learn and what both of you want to teach
 - Make a rough draft of topics to be covered during meetings

Summary

Mentee

- Absorbs the mentor's knowledge
- Ambition and desire to know what to do with this knowledge
- Builds rapport, collaborate, ask questions, share openly

Mentor

- Listens, provides advice, guidance, motivation, emotional support, encouragement
- Helps with exploring careers, setting goals, developing contacts, and identifying resources
- Leads and guides by example through his/her expertise and success

Best Practices

- Different techniques (i.e. job shadow, research activities, resources)
- Come prepared, stay committed, use time together effectively & wisely
- Value add to mentee, mentor, and adds to EPIC's culture