

## MENTORING BASICS FOR MENTORS

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| <p><b>Helpful skills</b></p>                                            | <ul style="list-style-type: none"> <li>• open-mindedness</li> <li>• good listening</li> <li>• asking powerful questions</li> <li>• empathy</li> <li>• intuition</li> <li>• detachment</li> <li>• passion</li> <li>• seeing the bigger picture</li> <li>• curiosity</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Some techniques which a mentor could use</b></p>                  | <ul style="list-style-type: none"> <li>• Help a mentee come to an answer, rather than providing the answer.</li> <li>• Meet the person “where they are.”</li> <li>• Ask a lot of questions.</li> <li>• Be mindful of objections and evasion.</li> <li>• Acknowledge emotions and feelings.</li> <li>• Follow the mentee’s agenda.</li> <li>• Do not be attached to the outcome.</li> <li>• Tell the truth; be honest about your own feelings and state of mind.</li> <li>• Be aware of cultural differences.</li> <li>• Ask permission to voice an opinion and then put your point of view forward as a theoretical possibility.</li> </ul>                                    |
| <p><b>Some activities which a mentor could engage the mentee in</b></p> | <ul style="list-style-type: none"> <li>• Help mentee define their goal(s).</li> <li>• Help mentee manage risks – identify traps or potential obstacles.</li> <li>• Help mentee manage priorities, capacity and resources. Ask the questions “Can you do all of these at once?” Or “If you do only this, when will you reach your goal?”</li> <li>• Help create an action plan.</li> <li>• Review and adjust action plan.</li> <li>• Coach <u>and</u> inform: being new to this environment, the mentee may not be able to see an answer obvious to you.</li> <li>• Use inquiry – leave the mentee with a question to ponder between sessions.</li> <li>• CELEBRATE!</li> </ul> |