

Tips for Mentorship Success

The following are tips for Mentors:

- Reach out to the Mentee via telephone or email after you and a Mentee have been matched.
- Attempt to meet in person one or more times if possible.
- Assist the Mentee in identifying goals early on in the process and continue to check with the Mentee regarding the goals on a regular basis.
- Take the time to just listen to the Mentee.
- Use the words “and what else?”.
- Offer assistance by saying “How can I help you?” or “what is your greatest challenge right now?”
- Share resources: journal articles, books, AONE Competencies, individuals with a specific expertise with the Mentee.
- At the end of each meeting or telephone call set up the next time to connect with the Mentee. Consider a recurring time (i.e. the third Wednesday of the month at 2:00 PM) to ensure the connection with the Mentee.
- Once established revisit goals regularly.

The following are tips for the Mentee:

- Be realistic about the amount of time you have for the Mentorship experience.
- Set goals and think about what you really want to gain from the Mentorship experience.
- Take time to reflect on the Mentor’s comments/advice especially if it is something you were not aware of, did not expect or did not agree with.
- Ask for what you need from the Mentor and ask for clarification if needed.
- Do not hesitate to postpone a meeting with the Mentor if not prepared. The meeting will have more value if you are prepared. Be sure to re-schedule a time to meet.
- The more effort you put into the Mentorship experience the more rewarding the experience will be.
- At the end of each meeting or telephone call set up the next time to connect with the Mentor. Consider a recurring time (i.e. the third Wednesday of the month at 2:00 PM) to ensure the connection with the Mentee.