



TOP-TIPS TO BE A SUCCESSFUL MENTOR

Mentoring is an art, not an exact science and we all bring our own style to the relationship. However, there are some common guidelines and principles that all **MENTORS** are advised to follow. Here below we summarise the most important ones.



Relationship as The Mentor

- Support the mentee by encouraging self-reflection
- Help with professional growth; strengthen competencies, enhance job performance, guide career progression, and etc,.
- Introduce mentee to other leaders or people of influence or power
- Role Modelling by acting and behaving in a way that will encourage the mentee to become a mentor at a future stage
- Explore and agree upon areas of developmental and activities required

Responsibility as Mentor



- Coaching the mentees by questioning and challenging as needed/appropriate
- Supporting the mentee through encouragement
- Facilitating discoveries and insights by enabling self-reflection
- Advising on the course of actions or practical steps, by way of sharing experience and information (all within a non-legally binding framework)
- Networking on and off line, helping the mentee to understand how to go about it and how to approach it

Expectations Matter



Always clarify and agree in advance

- Whether this is an ongoing relationship or a one-time conversation
- How often you will you meet (even virtually) and how long for each time
- The schedule of meetings if more than one so that mentor and mentee can put them in the diary in advance
- All topics for discussion, with clear boundaries as needed.

For more information, training and resources

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