



OBAP PPDP MENTORING

WHAT IS A MENTOR?

A mentor is defined as a trusted counselor or guide. Mentoring, therefore is a relationship in which a person with greater experience and wisdom guides another person to develop both personally and professionally.

- Mentors provide support, counsel, friendship, reinforcement, and constructive examples.
- Mentors are good listeners, people who care, and people who want to help others.

EXPECTATIONS OF A MENTOR

- Model professional growth and support professional growth for the individual whom they are providing mentorship
- Clarify career goals and carry out a plan to reach those goals by sharing the insights and knowledge gained through experience
- Provide candid feedback about perceived strengths and developmental needs
- Advise how to deal with real or perceived roadblocks
- Link with others who can enhance learning
- Act as a sounding board
- Provide big picture view
- Provide information about available opportunities

GETTING STARTED ON THE ROAD TO MENTORING

The first meeting, whether it's face to face, on the phone, or by email, should be a time of getting to know each other, building rapport, sharing career histories, and setting up guidelines.

- Talk about any expectations you may have
- Discuss how often and for long you will meet
- Decide how you will communicate. If you will be meeting in person, decide on the location, preferably a neutral spot
- Second and third meetings, begin to define the individual's short and long term goals
- Utilize instructional aids provided

MENTOR SELECTION

When selecting mentors, it is important to place them with individuals with similar characteristics, such as:

- Similarity of expected career path and responsibilities
- Academic preparation, majors, alma mater, and previous experience
- Available time to help

RULES OF ENGAGEMENT

- The mentor and mentee are professional partners. Work together to maintain communication, address and fix obvious problems as they occur, examine how decisions might affect goals, and have frequent discussions on progress.
- Set aside time to meet, even by e-mail or telephone. Don't change times unless absolutely necessary.
- The mentee has to want to be a partner in the mentoring connection. To that end, they prepare and do the appropriate "homework" for meetings with their mentor.
- The mentee has to know and be able to articulate his/her needs and objectives with the mentor.
- No-fault termination is an option for the mentor and/or mentee.