

MENTORING TIPS FOR THE MENTOR

A Good Mentor is committed to the mentoring relationship

- Mentoring is a slow process: providing instruction and guidance, listening, giving feedback all take time

A Good Mentor builds a climate of trust

- Confidentiality is critical to developing a productive relationship
- Facilitates open, direct and honest communication
- Develops a mutual respect between mentor and mentee

A Good Mentor fosters an open environment by removing fear of judgment

- Listens - Allows the mentee to drive the agenda
- Acts as a role model
- Exhibits the values and behaviors of a professional within our community
- A sounding board - Listen and ask questions to guide your mentee's thinking and provide feedback to help gauge your mentee's progress
- A networking resource - Draws on your network to allow your mentee to begin building their own contacts and suggests ideas and training that will contribute to the development of your mentee

Communicating with Your Mentee

Facilitate a two-way dialogue

- Encourage a free exchange of ideas, information and feelings. It is important that mentor and mentee both actively participate in conversation
- Create rapport, share information and ideas
- Provide support – provide constructive feedback. Assist your mentee with identifying their strengths and opportunities for development
- Be specific, clear and concise when providing suggestions
- Invite mentee's response

Listen in a supportive manner

- Allow adequate time for meetings with your mentee
- Demonstrate genuine interest – use positive body language
- Eliminate interruptions – minimize distractions
- Seek understanding – ask questions, summarize and verify the mentee's understanding

Suggestions for Your First Meeting

- Get to know each other
- Discuss objectives, respective roles and responsibilities
- Discuss expectations of timing and frequency of meetings
- Ask the mentee if they have had any mentors before and how these people were effective in helping them

What are the mentees goals?

- Short-term and long-term?
- Find out about the mentee's experience
- Why did they become a lawyer?
- Talk about your own professional background and legal experience

** Adapted from Deloitte & Touche LLP CanWin Women's Mentoring Program "Effective Mentoring Tips"*