

## **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"*