

DOD Mentoring Resource Portal

**TIPS FOR BUILDING A
MENTORING RELATIONSHIP**

Mentor/Mentee Relationship Management

MENTOR GUIDELINES

Purpose:

To offer a set of standards that assist Mentors and Mentees to achieve successful mentoring relationship.

Audience:

Mentor and Mentees

Context:

After matching selected mentors to Mentees, HR (or the Mentoring Program Coordinator) should provide general guidelines to the Mentees on how to build a successful mentoring relationship. This information should be complemented by mentoring training.

How to Use:

- **Step 1:** Customize the guide and make any adjustments to fit specific DOD Component/Agency mentoring needs.
- **Step 2:** Add additional information specific to your DOD Component/Agency, such as additional guidelines for successful mentoring relationships.
- **Step 3:** Share the guide with the Mentees.

Common Terms

The following are common terms associated with the DOD Mentoring Resource Portal:

Mentor, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

Mentee, also known as Mentee or Learner, is the more junior person being mentored.

Mentoring Program Coordinator, also known as Mentoring Program Manager, is responsible for the overall management of the Mentoring Program.

Information Source Disclaimer

Most of the information on this mentoring resource was obtained from the following sources: [Headquarters, Department of Army, DCS, G-1 ARMY MENTORSHIP HANDBOOK](#). All content is provided for informational purposes only.

1.0 TIPS FOR AN EFFECTIVE MENTORING RELATIONSHIP

There are five essentials for a successful mentoring relationship. Both the Mentor and the Mentee must want the relationship to work. Watch for signs of “lopsided” mentoring: both the Mentor and the Mentee should be committing appropriate time and energy to the process. Five things are essential:

1. **Respect** - established when a Mentee recognizes attributes, skills, and competencies in the Mentor that he or she would like to possess; and when the Mentor appreciates the success of the Mentee to date and the Mentee’s desire to develop his or her attributes, skills, competencies, capabilities, experiences, and value to the organization.
2. **Trust** - is a two-way street. Mentors and Mentees should work together to build trust, through communicating, and by being available, predictable, and loyal.
3. **Partnership Building** - The Mentor and Mentee are professional partners. Natural barriers that all partnerships face may include miscommunication or an uncertainty of each other’s expectations. Activities that can help you overcome these barriers include:
 - Maintaining communication
 - Fixing “obvious” problems
 - Forecasting how decisions could affect goals
 - Frequent discussion of progress
 - Monitoring changes
 - Successful partnerships develop through:
 - The expression of enthusiasm each has for their relationship.
 - Activities of idea exploration and successful problem solving which create an atmosphere of emotional acceptance of each other.
 - Strategies and tactics of change that move slowly enough to be monitored and adjusted to assure optimum growth and success of the Mentee.
4. **Realistic Expectations and Self Perception** - A Mentor should encourage the Mentee to have realistic expectations of:
 - Their own capabilities
 - Opportunities in terms of present and potential positions
 - The energies and actions the Mentor will commit to the mentoring relationship
 - What the Mentee must demonstrate to earn the Mentor’s support in his or her personal/professional/career development
 - A Mentor may help define the Mentee’s self-perception by discussing social traits, intellectual abilities, talents, and roles. It is important for the Mentor to always provide honest feedback.
5. **Time** - Set aside specific time to meet; do not change times unless absolutely necessary. Meet periodically, and at mutually convenient times when you can control interruptions. Frequently “check in” with each other via informal phone calls or e-mail (it’s a good idea to schedule even informal activities to assure regular contact).