

Mentor Best Practices: Quick Reference Sheet

1. Establish a Strong Foundation

- Set Clear Expectations: Define mentorship goals, roles, and commitments.
- Build Trust: Listen actively, show respect, and maintain confidentiality.
- Adapt Your Approach: Tailor guidance to the mentee's learning style and needs.

2. Guide Growth & Development

- Support Goal Setting: Help mentees define SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
- Encourage Self-Reflection: Ask thought-provoking questions to foster independent thinking.
- Provide Constructive Feedback: Offer balanced feedback that challenges and supports growth.

3. Strengthen Career & Professional Skills

- Share Insights: Provide lessons learned and experiences to guide mentees.
- Facilitate Networking: Connect mentees with relevant contacts and industry resources.
- Advise on Development: Discuss career pathways, skill-building, and professional growth strategies.

4. Foster Resilience & Critical Thinking

- Promote Problem-Solving: Encourage mentees to tackle challenges with confidence.
- Reinforce a Growth Mindset: Frame setbacks as learning opportunities.
- Encourage Adaptability: Help mentees navigate change effectively.

5. Ensure Continuous Engagement & Feedback

- Regular Check-ins: Assess progress and adjust mentoring strategies as needed.
- Encourage Continuous Learning: Direct mentees to valuable training and resources.
- Celebrate Successes: Recognize milestones and achievements to boost confidence.