DIMENSIONS OF MENTORING [[1]](#footnote-1)\*

Mentoring may include any or all of four dimensions: being a coach, a guardian, a counselor and a networker/mediator. Each mentor/mentee relationship will be unique depending on the individuals.

KEY MENTORING SKILLS \*\*

1) Active Listening: Most important skill throughout the mentor/mentee relationship. It establishes rapport and creates a positive, accepting environment that permits open communication

- Show interest in what your mentee is saying, and reflect back important aspects of what they said to show your understanding.

- Keep eye contact to show that you are paying attention.

- If communicating by phone, reduce background noise and limit interruptions. If communicating by email, answer within 24 hours, if possible.

- Reserve discussing your own experiences or giving advice until after your mentee has had the opportunity to fully explain the question, issue or concern.

2) Building Trust: Increase trust between you and your mentee by keeping your conversations and other communications confidential, honoring your scheduled meetings and calls, consistently showing interest and support, and being honest with your mentee.

3) Determining Goals and Building Capacity: You can develop your mentee’s capacity for achieving goals by:

- Assisting your mentee with finding resources such as people, books, articles, tools and web-based information;

- Imparting knowledge and skills by explaining, giving useful examples, demonstrating processes, and asking thought-provoking questions;

- Discussing actions you have taken in your career and explaining your rationale.

4) Encouraging and Inspiring: Encouragement is the mentoring skill most values by mentees. Here are some examples of ways to encourage your mentee.

- Comment favorably on their accomplishments.

- Communicate your belief in their capacity to grow professionally and personally, and to reach their goals.

- Respond to their frustrations and challenges with words of support, understanding, encouragement, and praise.

- Share your personal vision or those of other leaders.

- Describe experiences, mistakes, and successes you or others have encountered on the road towards achieving your goals.

- Talk about people and events that have motivated and inspired you.

- Introduce your mentee to your colleagues, who can be additional useful contacts or models.

1. \* https://www.slideshare.net/ImtheKiller/a-simple-guide-for-mentors

\*\* http://www.rackham.umich.edu/downloads/more-mentoring-guide-for-mentors [↑](#footnote-ref-1)