



How to be an **EFFECTIVE MENTOR**

Teaching:

Help mentee assess the skills and competencies needed for specific development areas.

Example: Work with mentee on their development goals. Encourage your mentee to challenge themselves and encourage continuous learning.

Counseling:

As a counselor, ask your mentee questions and listen to their reply. Be supportive, stay focused on problem solving.

Example: Help your mentee take responsibility for their own problem.

Be supportive and positive but encourage self-sufficiency.

Guiding:

Guide mentee to a place or activity that is most beneficial to them. Do not direct or control their movement.

Example: Create a clear sense of mission and vision – act as a ‘corporate historian’.

Challenging:

Help your mentee develop insight and personal warning signals about their performance. Help them learn when to get additional assistance and how to develop their own strategies for improvement.

Example: Encourage your mentee by helping them test their own limits and potential.