

Mentoring Best Practices

- Think of yourself as a “learning facilitator” rather than the person with all the answers. Help your protégé find people and other resources that go beyond your experience and wisdom on a topic.
- Emphasize questions over advice giving. Use probes that help your protégé think more broadly and deeply. If he or she talks only about facts, ask about feelings. If he or she focuses on feelings, ask him or her to review the facts. If he or she seems stuck in an immediate crisis, help him or her see the big picture.
- When requested, share your own experiences, lessons learned, and advice. Emphasize how your experiences could be different from his or her experiences and are merely examples. Limit your urge to solve the problem for him or her.
- Resist the temptation to control the relationship and steer its outcomes; your protégé is responsible for his or her own growth.
- Help your protégé see alternative interpretations and approaches.
- Build your protégé’s confidence through supportive feedback.
- Encourage, inspire, and challenge your protégé to achieve his or her goals.
- Help your protégé reflect on successful strategies he or she has used in the past that could apply to new challenges.
- Be spontaneous now and then. Beyond your planned conversations, call or e-mail “out of the blue” just to leave an encouraging word or piece of new information.
- Reflect on your mentoring practice. Request feedback.
- Enjoy the privilege of mentoring. Know that your efforts will likely have a significant impact on your protégé’s development as well as your own.
- Being sensitive to differences. As Stephen Covey reminds us in Seven Habits of Highly Effective People, “Seek first to understand.”

This mentoring best practice worksheet is based on materials originally developed by the Center for Health Leadership & Practice, Public Health Institute, Oakland, CA

MENTORING GOAL FORM*
(To be completed by the protégé.)

Name: _____ Date: _____

What do you want to achieve through engaging in the mentoring relationship? Complete this form and discuss your goals with your mentor. Examine your goals periodically, and discuss progress made.

Goal #1:

Benefits to You:

Benefits to Your Program/Organization/Community:

Potential Barriers to Success:

* Adapted from Leadership Enterprises (www.leadershipenterprises.com)

Resources/Support Needed to Achieve Goal:

How Progress Will Be Measured:

Goal #2:

Benefits to You:

Benefits to Your Program/Organization/Community:

Potential Barriers to Success:

Resources/Support Needed to Achieve Goal:

How Progress Will Be Measured: