

**TOOL FOR PRACTICE:
GUIDELINES FOR EFFECTIVE MENTORING** ¹⁰

The following guidelines are designed to assist the mentor in developing a good relationship with their mentee.

1. Define expectations. It is important for the mentor and mentee to discuss and define mutual goals and expectations for the relationship at the beginning of the relationship. Be clear about ground rules and boundaries and maintain as much consistency as possible.
2. Don't expect to have all of the answers. Sometimes just listening and assisting the mentee in problem-solving or identification of helpful resources is what they need. Discuss the importance of building a professional and personal network and maintaining positive relationships.
3. Always be honest and avoid being judgmental about a person's life situation. Trust and respect are the foundations for a mentoring relationship. Accepting another person for themselves helps them build confidence and self-esteem.
4. Facilitate the mentee's ability to do for him/herself. Sometimes the greatest gift we can give another is to help a person discover their own strengths and abilities in addressing a problem. Encourage creative problem-solving.
5. Work with the mentee to assist them in examining their beliefs and ideals in order to establish personal values and goals. Encourage them to be an independent thinker.
6. Avoid being overwhelmed by your mentee's problems. Remain calm and objective and respect the confidentiality of information they share with you.
7. Encourage the mentee to be an attentive listener and an assertive questioner. Stress the importance of being aware of their environment, problem-sensitive, and ready to make the most of opportunities.
8. Assist the mentee to be a risk-taker and an active participant, not a spectator.
9. Structure the relationship to be one of sharing, caring, and support.
10. Encourage the mentee to recognize individual strengths and their own uniqueness and to build on them.
11. If problems occur in the relationship and are difficult to resolve, contact your mentor coordinator for assistance.