



Mentor Tip Sheet

Developmental Mentoring:

- Continue to grow your mentee's capacities—talent, skills, and insight
- Spend time getting to know your mentee
- Mentors should listen and not overtalk
- As a mentor, strive to ask powerful questions that can guide the mentee through her process—and listen
- Take your mentee outside of her comfort zone
- Try one new thing each week – and follow it up
- Take actions to engage with your mentee
- Set up regular meetings
- Schedule your next meeting at the conclusion of each meeting unless you have set standard meeting times
- When in-person meetings are not possible, meet by video instead of phone when you can for the personal connection
- Think about who in your network would be a good introduction for your mentee
- Introduce other colleagues when appropriate
- Look at your LinkedIn contacts to see what introductions would be beneficial

Issue Mentoring:

- Ask your mentee: “what are your needs and what are you trying to accomplish in this program and in your career?”
- Meet your mentee where she is
- Learn from your mentee and allow the relationship to go both ways
- Find other ways to connect outside of formal meetings, such as virtual happy hours or nonprofit events
- Think of this as a deeper relationship. You are not meeting someone “in a cocktail or food line.”
- Remember, your mentorship relationships can benefit you and your mentee for years to come
- Give yourself and your mentee “grace.” Re-evaluate what you need more of and what you need less of.
- Identify if change is needed
- Share what is working and build on it.
- Ask “what would make our relationship more powerful?”
- If things can be better, do a reset to your relationship

Share Your Questions
with Andie & Al at
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