

Mentor Best Practices Strategies

Relationship Building

- ☐ Begin with a personal “get-to-know-you” session.
- ☐ Create a mentorship agreement. (expectations, goals, meeting schedule)
- ☐ Schedule and adhere to regular contacts.

Communication

- ☐ Listen actively. (80/20 rule: listen 80%, talk 20%)
- ☐ Ask open-ended questions to explore issues deeply.
- ☐ Reflect back what your mentee says to show understanding.

Goal-Setting & Accountability

- ☐ Consider SMART goals. (Specific, Measurable, Achievable, Relevant, Time-bound)
- ☐ Identify clear action steps at the end of each session.
- ☐ Regularly review and adjust goals and needs.

Growth & Development

- ☐ Share relevant books, podcasts, websites, and learning tools.
- ☐ Discuss difficult conversations and scenarios.
- ☐ Encourage self-reflection after key events or decisions.

Networking & Exposure

- ☐ Initiate introductions to helpful contacts.
- ☐ Promote attendance at meetings, events, and workshops.
- ☐ Encourage the creation of an inner circle.

Support & Motivation

- ☐ Celebrate achievements.
- ☐ Share your challenges, experiences, and lessons learned.
- ☐ Stay flexible and responsive to mentee requests and needs.