

Mentoring Tips for the Mentor

A Good Mentor:

- Is committed to the mentoring relationship
 - Mentoring is a slow process: providing instruction and guidance, listening, giving feedback all take time
- Builds a climate of trust
 - Confidentiality is critical to developing a productive relationship
 - Facilitates open, direct and honest communication
 - Develops a mutual respect between mentor and mentee
- Fosters an open environment by removing fear of judgment
- Listens
 - Allows the mentee to drive the agenda
- Acts as:
 - A role model
 - Exhibits the values and behaviors of a lawyer and a professional within our community
 - A sounding board
 - Listen and ask questions to guide your mentee's thinking
 - Provides feedback to help gauge your mentee's progress
 - A networking resource
 - Draws on your network to allow your mentee to begin building their own contacts
 - Suggests ideas and training that will contribute to the development of your mentee

Communicating with Your Mentee

- Facilitate a two-way dialogue
 - Encourage a free exchange of ideas, information and feelings. It is important that mentor and mentee both actively participate in conversation
 - Create rapport, share information and ideas
 - Provide support – provide constructive feedback. Assist your mentee with identifying their strengths and opportunities for development
 - Be specific, clear and concise when providing suggestions
 - Invite mentee's response
- Listen in a supportive manner
 - Allow adequate time for meetings with your mentee
 - Demonstrate genuine interest – use positive body language
 - Eliminate interruptions – minimize distractions
 - Seek understanding – ask questions, summarize and verify the mentee's understanding

Suggestions for Your First Meeting

- Get to know each other!
- Discuss objectives, respective roles and responsibilities
- Discuss expectations of timing and frequency of meetings
- Ask the mentee if they have had any mentors before and how these people were effective in helping them
- What are the mentees goals?
 - Short-term and long-term?
 - Find out about the mentee's experience
 - Why did they become a lawyer?
 - Talk about your own professional background and legal experience

For publications on being an effective mentor, visit <http://www.mentors.ca/topmenbks.html>.

** Adapted from Deloitte & Touche LLP CanWin Women's Mentoring Program "Effective Mentoring Tips"*