

Best Practice in Mentoring



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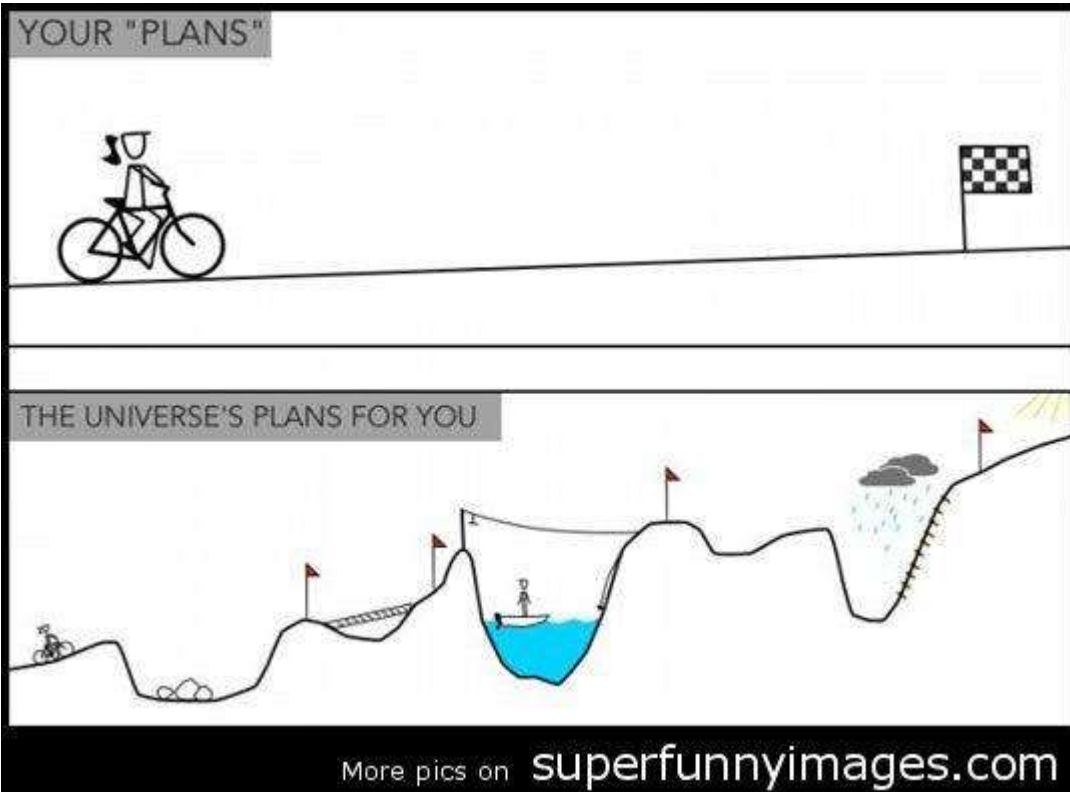
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Where am I now?

Where do I want to be?

How can I get there?



What is mentoring?



What is mentoring?



“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.”

John C. Crosby



What is mentoring?

Explore possibilities and alternatives to make informed decisions

Create the future you want

Insight in aspects of yourself you might not see

Learn from experience (mistakes!) of others

Working together/ synergy where whole is greater than sum of parts

Objective outsider and trusted ally who can provide different perspective

Make the complex simpler

Expand thinking, direct intelligence and extend abilities

What is the University of Tasmania Career Mentor Program?



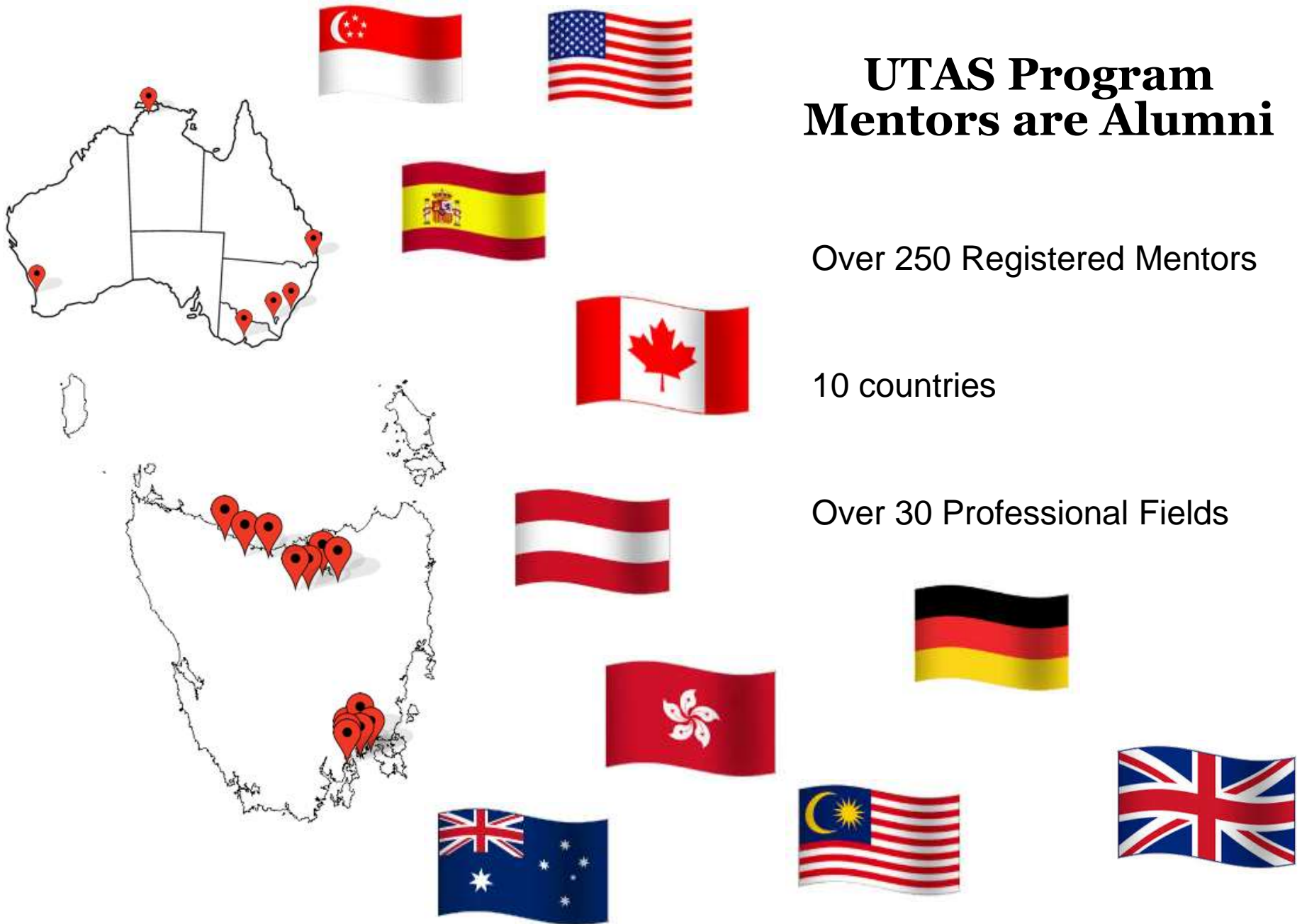
www.utas.edu.au/career-mentor-program

UTAS Program Mentors are Alumni

Over 250 Registered Mentors

10 countries

Over 30 Professional Fields



UTAS Program Overview

- Mentor-Mentee Matching

APRIL

- Program Launch

MAY

- Return Mentoring Agreement

JUNE

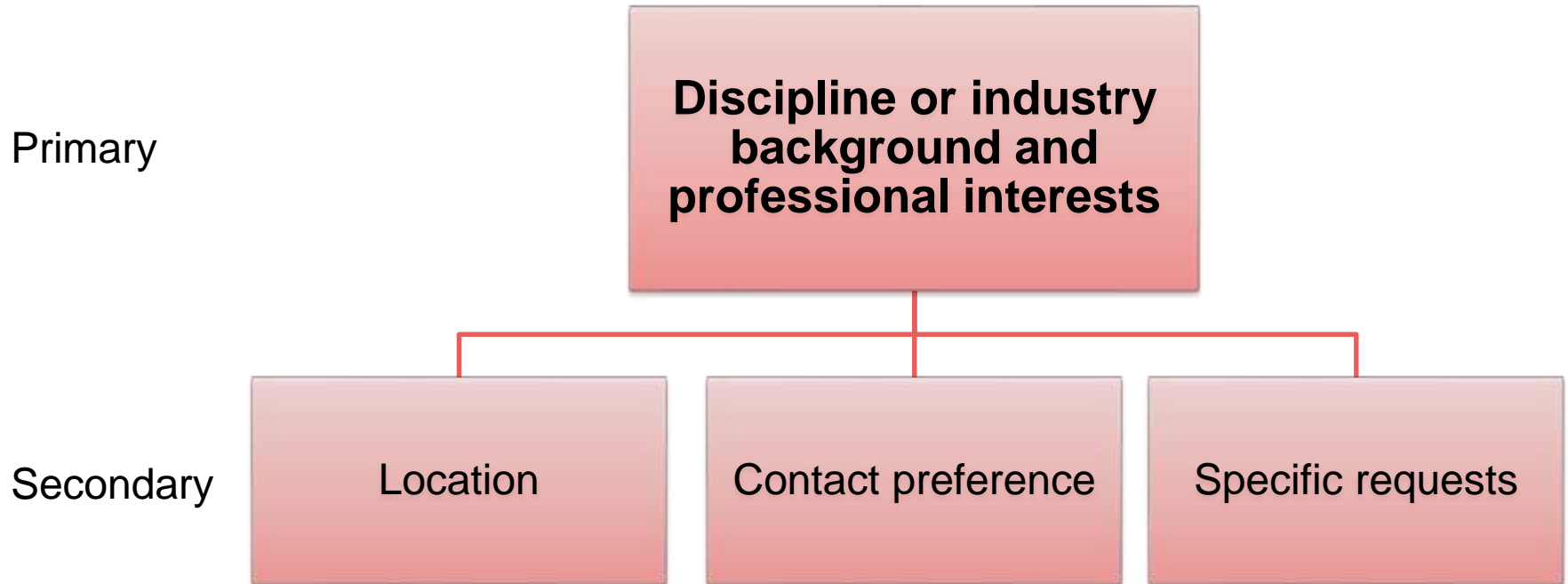
- Mid-program networking events

JULY
SEPT

- End of Year Celebration

NOV

UTAS Program: How are you matched?

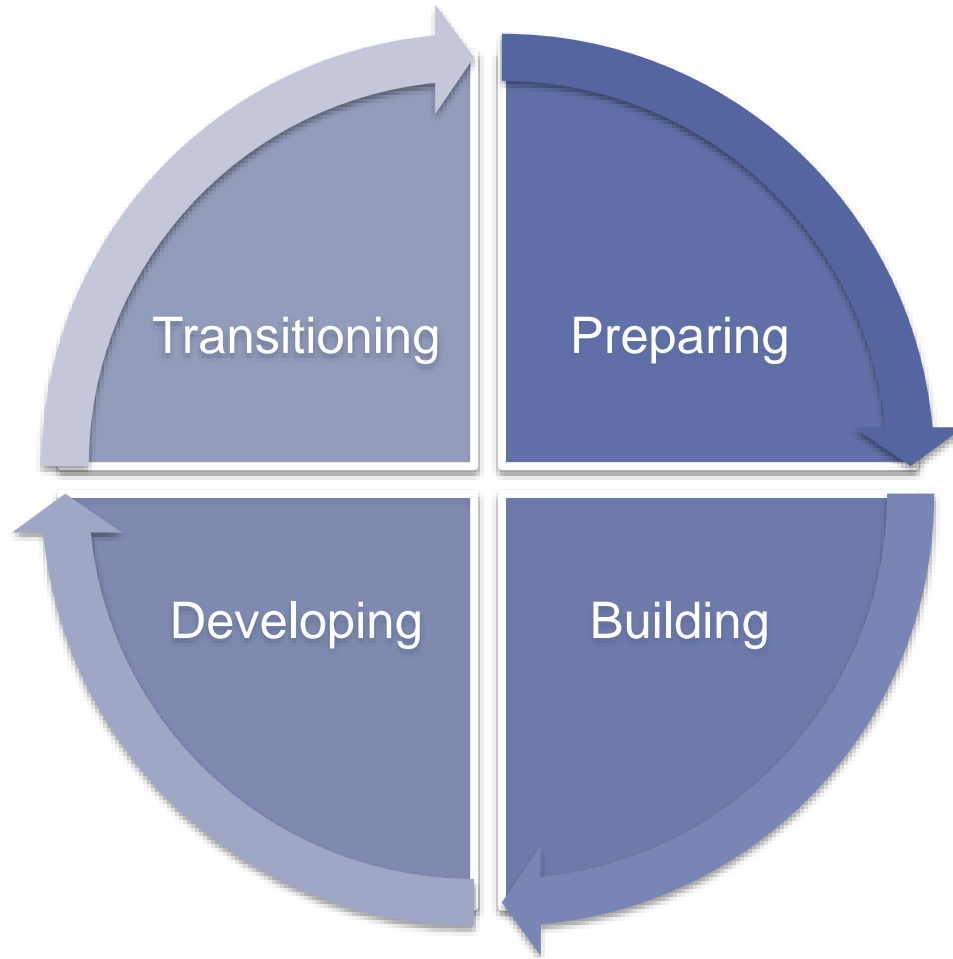


Students receive an email with mentor contact details (cc Mentor)

Contact is expected within 7 days



Key stages in any mentoring relationship



Key stages in any mentoring relationship

Self-reflection

- What are your goals for mentoring?
- How much time are you willing to commit?
- What are my responsibilities as a (mentor or mentee)?

First Meeting

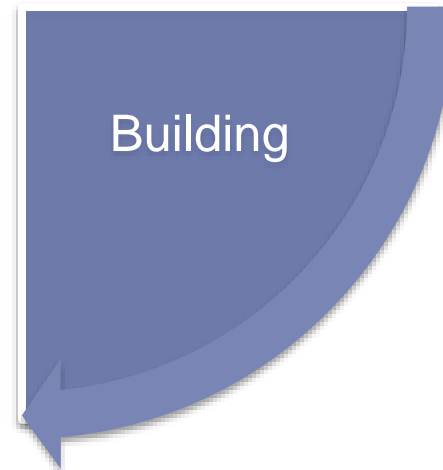
- Getting to know you
- Build rapport
- Share program expectations and concerns



Key stages in any mentoring relationship

Initial Meetings

- Establish Logistics
 - How often will you meet?
 - Where/how will you meet?
 - Contact between meetings?
- Define SMART goals
- Complete Mentoring Agreement



Key stages in any mentoring relationship

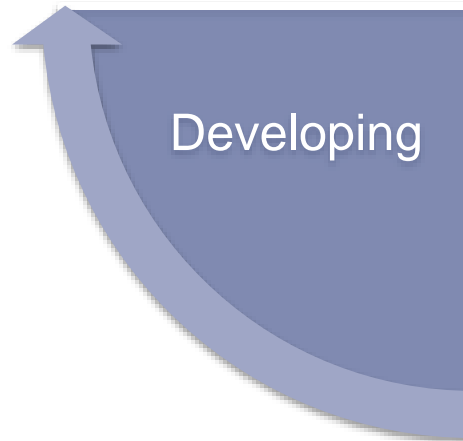
Maintain the relationship

- Connect regularly as agreed
- Prepare before meetings
- Reflect after meetings

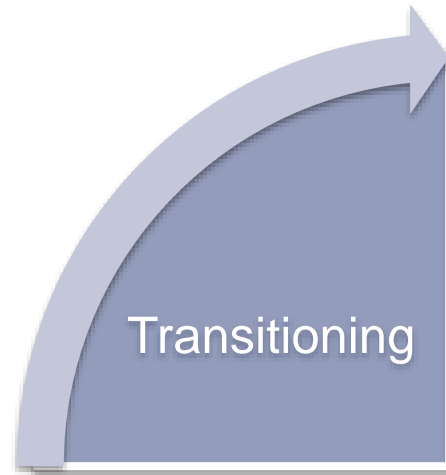
Reflection

- Are the logistics still suitable?
- Are we progressing towards the mentees' goals?
- Is additional support required?

- What should we stop doing?
What should we keep doing?
What should we start doing?



Key stages in any mentoring relationship



Closing the formal relationship

- Reflect individually and together on progress relative to goals
- Celebrate achievements
- Discuss areas for development
- Consider how you will implement learning

What's next?

- Continue with new goals?
- Maintain informal connection?
- Consider a new mentor/mentee?
- End relationship and say goodbye?

Could *you* be a mentor next time?

Don't forget to complete any formal program evaluation!

Reflective Practice

- What went well during the mentoring conversation?
- What was challenging?
- What did you learn about yourself?
- How did the conversation make you feel?

- Why?
- What can you learn from these responses?

- What would you like to talk about next time?



Mentoring Agreement

We voluntarily agree that throughout this relationship we will:

1. Maintain confidentiality and respect the other's privacy
2. Be non-judgmental and supportive, and show mutual respect
3. Keep to scheduled meeting times, or give adequate notice of changes
4. Behave ethically and safely at all times, and advise the Coordinator of any problems
5. Maintain the relationship for the duration of the year, if possible
6. Conclude the relationship on a no-fault basis, if appropriate, by contacting the Coordinator

Mentee

Mentor

.....
Name

.....
Name

.....
Signed

.....
Signed

.....
Date

.....
Date

Top 10 Best Practices for Mentees

1. Focus on achieving learning goals
2. Expect to drive the mentoring relationship
3. Create SMART goals that will contribute to your development
4. Be authentic, open and honest
5. Prepare for all mentoring meetings
6. Stay connected and in communication with your mentor
7. Be willing to stretch and step out of your comfort zone
8. Ask for specific feedback, and act on it
9. Focus on the future
10. Keep a journal



"A good mentor helps you to walk in your own shoes, even if you start out just wanting to walk in theirs."

Li Cunxin

Expectations of Mentors

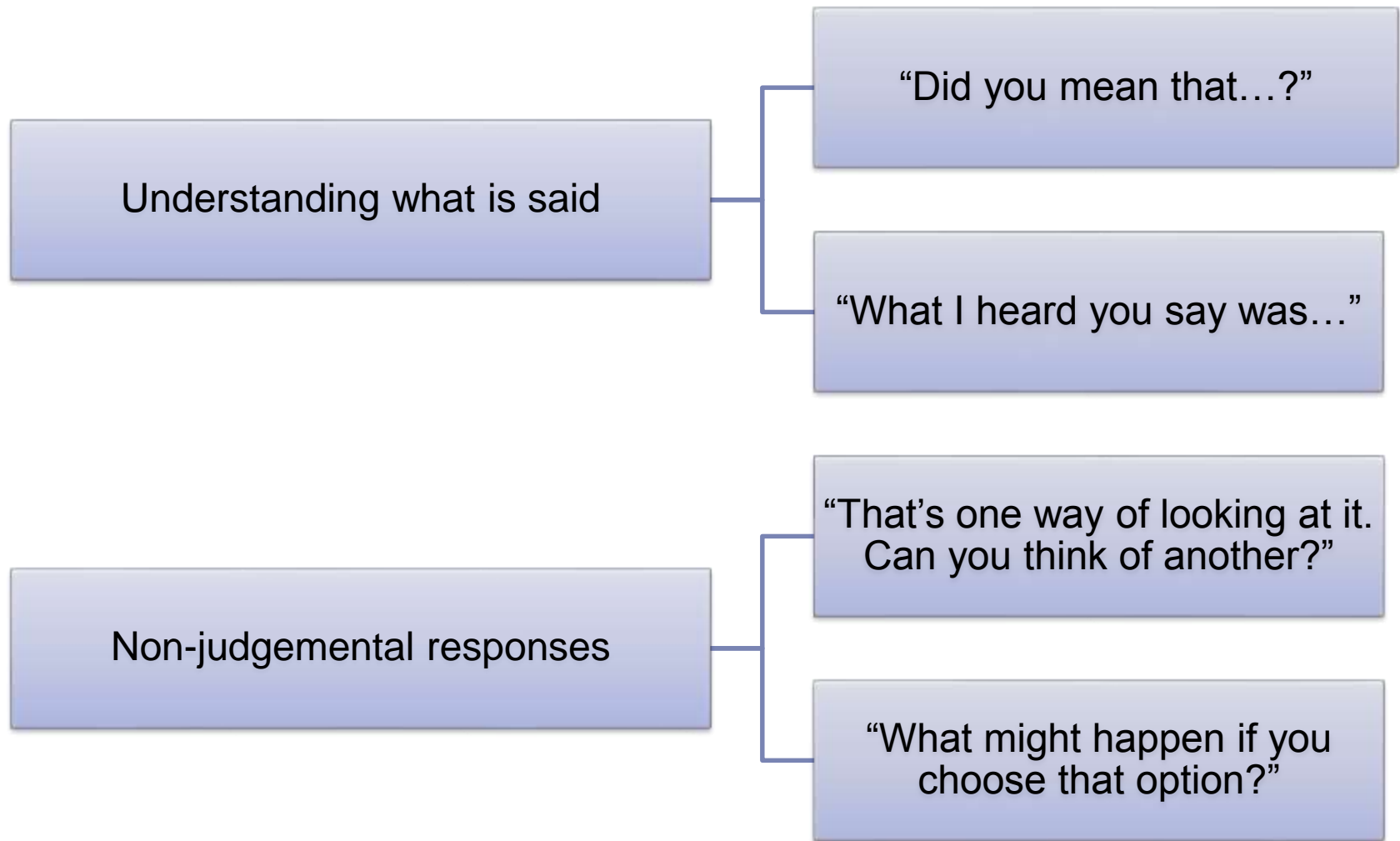
Do

- Be available, committed and responsive
- Be approachable, positive, supportive, **non-judgemental**, open, honest
- Have genuine interest in assisting the mentee
- Listen and offer constructive criticism and advice
- Discuss everything
- Set boundaries

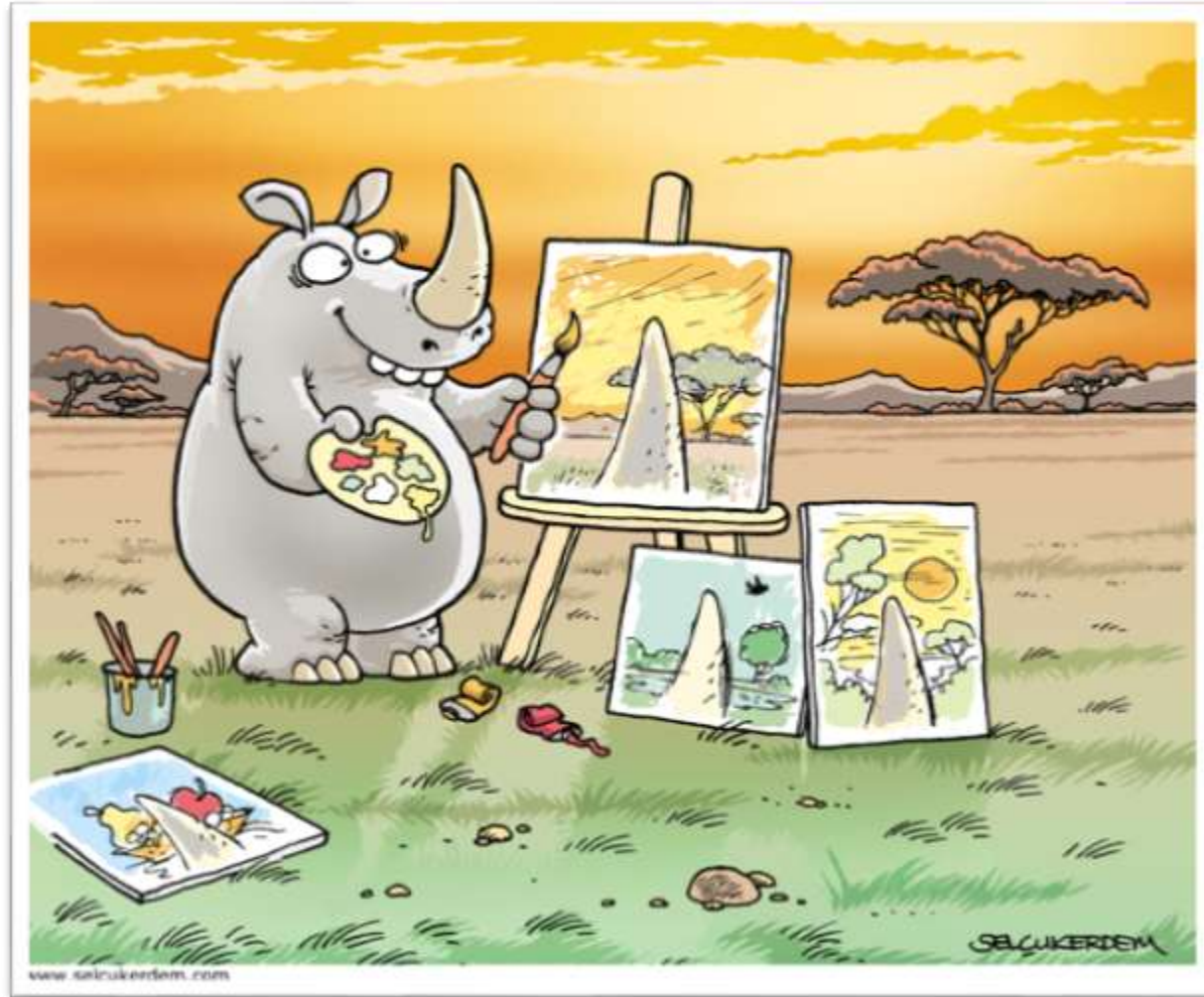
Don't (feel like you must...)

- Drive the relationship
- Cross your own 'line in the sand'
- Be expected to offer a job or work experience
- Mentor on personal issues

Communication



A mentor can help you see a new perspective



<http://erdemselcuk.tumblr.com/post/8816849482/rhino-painting>

MENTORING: **because successful people never reach** **their goals alone**



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