Getting Started in Mentoring

What characteristics make a great mentor?

- Caring, compassionate, and flexible
- Genuine, patient, and approachable
- Capable of relevant self-disclosure, both personally and professionally, with mentee
- Knowledgeable of adult learning principles and applies them to evolving relationship with mentee
- Capable of nonjudgmental acceptance and confidentiality
- Role models strong clinical practice
- Strong leadership and communication skills
- Accountable and reliable
- Committed to the mission and goals of the unit/organization

What is the mentor role?

- Cultural guide – socialize the mentee to the culture of the unit and organization
- Communicator – two-way exchange of information, sounding board
- Coach – challenge and develop critical thinking skills
- Counselor – empathetic listener, help mentee reflect on an issue and take responsibility for their actions
- Adviser – give valued judgment as ideas are explored
- Networker – expand professional contacts

What are the responsibilities for a mentor?

- Teach and facilitate mentee learning while encouraging progressive independence
- Establish goals, guidelines, and terms for the mentor/mentee relationship
- Adjust activities based on mentee progression through mutually established goals
- Promote professional and personal development of the mentee
- Check in with mentee at set intervals (recommend a formal monthly meeting and touching base at least every two weeks)
- Mutual disclosure - inform the Unit Coordinator and/or Manager if there are problems with the relationship

Tips for Successful Mentor/Mentee Relationship
Set up a meeting to get acquainted/establish the relationship
Sample questions for mentor and mentee:
- What are your goals and dreams (short term and long term)?
- Where do you see yourself in 1-2-3 years professionally?
- How do you plan to accomplish your goals and dreams?
- What are you doing really well that is helping you accomplish goals?
- What might be preventing you from getting there?
- What are some key events in your life that have defined you?
- What were the contributing or limiting factors in those events?
- To what extent did you influence the outcomes?
- If you could change your life in one way, what would you change?
- How do you handle successes and failures?
- How do you handle stress?
- What are your hobbies?
- Who are your heroes?
- Who is in your professional and personal network?
- Who do you seek advice from and why?
- Who are your mentor’s mentors?

Adapted from the Foundations of the Emerging Leader: Mentor/Mentee Guide.

Indiana University Health Bloomington Organization Effectiveness.

- Mentor/mentee mutually establish expectations; do not make assumptions
- Mentor/mentee are committed and share in the responsibility of the relationship
- Mentor/mentee are willing to learn more about themselves and their roles
- Set meetings at intervals to assess progress, goals, and implement any changes needed
Mentor Self Study Supplemental Resources:

**AMSN Mentor Toolkit:**

https://www.amsn.org/professional-development/mentoring

**Free Resources from Mentoring Works:**

http://mentoring-works.com/resources/free-webinars/

http://mentoring-works.com/resources/videos/

http://mentoring-works.com/resources/complimentary-e-books/

**Articles Available via IU Medical Library:**


Resources:

