

Ten Tips for a Successful Mentor/Mentee Relationship

1. Keep communications open.

Mentee: Be up front. Let your mentor know what your goals are and what you hope to take away from the program.

Mentor: Help your mentee set realistic expectations. Also, if you know you will be unavailable because of business or personal travel, let them know.

2. Offer support.

Mentee: Remember that your mentor is there for you, but is only a guide.

Mentor: Encourage communication and participation. Help create a solid plan of action.

3. Define expectations.

Mentee: Review your goals. Make sure your mentor knows what to expect from you.

Mentor: Help set up a system to measure achievement. Minimizing confusion and clarifying expectations is critical to establishing a healthy mentor/mentee relationship.

4. Maintain contact.

Mentee: Be polite and courteous. Keep up with your e-mails and ask questions.

Mentor: Respond to your e-mails. Answer questions and provide advice, resources and guidance when appropriate.

5. Be honest.

Mentee: Let your mentor know if you don't understand something or have a differing opinion.

Mentor: Be truthful in your evaluations, but also be tactful.

6. Actively participate.

Mentee: Listen. Ask if you can observe your mentor's practice if he/she is local.

Mentor: Engage in your own learning while you are mentoring, collaborate on projects, ask questions and experiment.

7. Be innovative and creative.

Mentee: Offer ideas on what activities and exercises you can do together.

Mentor: Share your ideas, give advice and be a resource for new ideas.

8. Get to know each other.

Mentee and Mentor: Remember that people come from diverse backgrounds and experiences. Get to know each other on an individual basis.

9. Be reliable and consistent.

Mentee and Mentor: The more consistent you are, the more you will be trusted.

10. Stay positive!

Mentee: Remember that your mentor is offering feedback and not criticizing.

Mentor: Recognize the work the mentee has done and the progress made.

Source: <http://www.amtamassage.org/mentor/Ten-Tips-for-a-Successful-Mentor-Mentee-Relationship.html>

In addition to the 10 tips above, here are four more key things for Mentors to keep in mind:

Lead by example

Always be willing to jump in the trenches and demonstrate how to travel the road to success. Respect is vital in mentor/mentee relationships and is often earned by leading and guiding. The old adage “Do as I say, not as I do” is definitely outdated. Leading by example builds respect and trust in the mentor/mentee relationship.

Be flexible in your thinking

Remember that the mentor/mentee relationship is an interactive process and that information should flow in both directions. Successful mentors lead, but also follow. Look for opportunities to learn from your mentee and encourage him or her to respectfully challenge you to remain current and knowledgeable. Successful mentors take pride in learning and welcome opportunities to grow.

Be knowledgeable about career advancement opportunities and requirements

A key responsibility of any mentor is to assist mentees in their professional development. This requires mentors to be familiar with career advancement opportunities and requirements that are

relevant to their mentees. While it is the mentee's primary responsibility to be aware of career advancement opportunities, mentors should also be knowledgeable. Successful mentors provide helpful and accurate information to steer mentees in the right direction.

Stay focused on the overall mission

Successful mentors lead and guide because they understand that successful accomplishment of the organization's mission requires everyone to contribute. Successful mentors keep their eyes on the mission during change and assist mentees in doing the same. Guiding and leading individuals who are less experienced can be very challenging, but also rewarding.