**Mentoring Program: Strategies for Success for Mentors**

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| **How can a mentor help?**   1. A safe place to talk 2. Sounding board/brain to pick 3. Kick in the pants 4. Shoulder to lean on 5. Candid feedback 6. Push back | **Why do junior faculty need a mentor?**   1. Help navigate the organization 2. Raise the bar of performance 3. To challenge oneself 4. Accelerate learning 5. To develop oneself as a leader 6. To prepare for the next career move |

**Phases of a Mentoring Relationship**

1. **Preparing**
2. **Negotiating**
3. **Enabling growth**
4. **Coming to closure**

**Preparing Self**

1. Recall own mentoring relationships; what worked what didn’t
2. What is it that you want in a mentoring relationship?
3. What are you willing to contribute to the mentoring relationship?
4. What career challenges did you face and how may they differ from your mentee’s?
5. Reflect on your career successes and analyze what helped you succeed

**Preparing for the Relationship**

1. Take the first step and initiate contact
2. Exchange resumes and bios before the first meeting
3. At the first meeting, take time to get to know one another and share your own mentoring experiences
4. Determine what mentee needs, wants and expects from the relationship
5. Share your assumptions and any limitations

**Negotiating**

1. Write down goals the mentee is working on now and make sure they meet the SMART criteria (specific, measurable, attainable, relevant, time-bound). Assist in revision as needed.
2. Agree on the format for discussion, topic-driven agendas, the frequency of check-ins
3. Agree on mutual accountability in the relationship and how to assure accountability
4. Decide on how often to meet.
5. Set next meeting date or check-in time before the conclusion of the current meeting

**Enabling Growth**

1. Check in with mentee regularly (at least quarterly)
2. Provide useful feedback where mentees can count on honest, constructive feedback.
3. Ask for feedback to determine if the pace is satisfactory and if learning experience is suitable
4. Balance candor with compassion in providing feedback
5. Office a vision of possibility and create appropriate challenges that facilitate learning
6. Encourage the mentee to solicit feedback from a variety of sources
7. Ask mentee for their ideas of what they might do differently
8. Ask challenging questions to help the mentee develop new ways of thinking or acting
9. Suggest ideas based on what has worked for others in overcoming similar problems

**Coming to Closure**

1. Consider what you want the relationship to look like after formal relationship concludes
2. Find a personal way to express feelings to mentee about the experience
3. Allow mentee to show appreciation
4. Even if disappointed in the outcome, identify and convey positive benefits you gained as a result of the mentoring relationship