



Mentorship Guide

Purpose:

This guide will provide tips and resources for both mentors and mentees as they navigate their mentor-mentee relationships and how to make the most of this experience.

Being A Mentor:

Being a mentor to a fellow student will provide you with the opportunity to develop your leadership, mentoring, and coaching skills. Mentorships can help create positive experiences within your club and/or organization environment as you foster the development of your peers' skills while developing your own. In this guide, you will find tips on how to be an effective mentor.

Tips for Being a Mentor:

- Assess what kind of leadership/management style you have (see the “Personality Tests” on Monmouth Student Activities’ “Leadership Resource Guide” as an example).
- Sit down with your mentee to set expectations of how you work and what styles of work they benefit from.
- Try to set goals that will allow you to assess when you know your mentee is successful.
- Communicate early in your mentorship role what the expectations are in terms of what success looks like.
- Plan out how you hope your mentee’s development will look like over the course of time.
- Create an agenda for one-on-one meetings with your mentee; set expectations with your mentee about how one-on-one time will be used.
- Get to know your mentee on a personal level and take interest in them as a person.

- When conversing with your mentee, know when to pause and give moments of silence before giving your input or advice; most times, your mentee may want to keep reflecting on their thoughts before carrying on with the conversation. Remember to stop talking and start listening.
- Work on your emotional intelligence (read some tips here: <https://blog.hubspot.com/marketing/emotional-intelligence-tips>); this will help you in better understanding your mentee's needs.
- Do not be afraid to ask your mentee questions; dig deeper instead of making assumptions.
- Tell stories (when appropriate, not randomly) about times when you were in their position; they may find their experience correlates with yours and feel a sense of connection.
- Be open to sharing mistakes you have made in your role and how those have become learning/developmental experiences as a student leader.
- Celebrate your mentee's achievements!
- Mentees often feel bothersome to their mentors and are afraid to reach out for help as a result. Take the extra step in communicating with your mentees and offer your time and wisdom to them when it feels needed, such as meeting your mentee for coffee or lunch or forwarding them resources you find that may be of use to them.
- Share and brainstorm ideas with your mentee when they are facing a new task or situation, especially when approached by your mentee because they value your opinion.
- Give your mentee long-term advice that they can use when making decisions long past your mentorship stage.
- Always offer encouragement to your mentee. Provide them a safe relationship in which they feel comfortable asking questions, sharing ideas, and venting frustrations.
- Help your mentee network and make connections within your environment.
- Be a positive role model; lead by example because your mentee will take note and learn a lot just from observing you.

Being a Mentee:

Being a mentee and building a relationship with a mentor can help you develop your skills in a specific field and assist in making tough decisions. A mentor can be someone you work in the

same field as or have something in common with (such as race, sexual identity, gender identity, ethnicity, etc.), or a multitude of these factors that help you as you develop into your student leadership role. In this guide, you will find tips on how to be an effective mentee.

Tips for Being a Mentee:

- Remember to respect your mentor's boundaries as they are a volunteer looking to help you grow.
- Show gratitude toward your mentor for their time and advice.
- Take responsibility for your own learning and know that you must play the most active role in your development; your mentor is just a guide on the side of your journey.
- Ask questions, absorb knowledge, and actively participate in conversations with your mentor to make the most of your mentorship experience.
- Develop and nurture a trusting relationship with your mentor over time; do not rush into it.
- Be respectful of your mentor's time; make the most of your one-on-one meetings with your mentor and make sure to give them notice ahead of time if you are going to be late or have to cancel.
- Set realistic goals and expectations for your mentorship at the start so you and your mentor can track your progress.
- Prepare an agenda for each meeting or tell your mentor ahead of time what you would like to discuss to keep your meetings focused on important topics.
- Clearly communicate your needs to your mentor and provide feedback to improve the mentor-mentee relationship.
- Understand that, while your mentor is knowledgeable and helpful, they may not hold all the answers or information you need; be understanding of your mentor's limitations.