



Mentoring Program Best Practices

- 1) Use the Mentoring Agreement as a framework for the relationship; it helps prepare participants by capturing project scope, clarifying roles and defining time commitments.
- 2) Set realistic goals and commit to an action plan.
- 3) Mentors shouldn't dictate. Mentors should ask questions and provide advice to help the Mentee make decisions. The advice should be open, evaluative and non-judgmental.
- 4) Mentees that can't accept objective criticism may not benefit, come to the meetings with an open-mind.
- 5) Feedback is beneficial, let the Mentor know if you follow through on their advice.
- 6) Mentee's should begin each meeting with a brief discussion of what they want to accomplish during the meeting.
- 7) After each meeting the Mentee should write a brief report summarizing what was discussed and update appropriate action registers.
- 8) Mentoring relationships can evolve overtime; keep the Mentoring Agreement current to reflect any changes in scope or commitment.
- 9) Mentor's should stay within their area of expertise, sharing lessons learned.
- 10) Take advantage of standardized tools if available (I.E. marketing plan templates, financial plan templates, etc.).