



S.T.E.P. Mentoring Program

Online Training Series

Guidelines for Mentoring Success

Characteristics of a successful mentoring relationship include trust, clearly defined roles, and open and supportive communication. Use these guidelines to help you establish your mentoring relationship and develop a strong foundation.



Be clear on how often you will communicate; whether it will be by phone, e-mail, or other channels. How quickly will you respond?



Make contact frequently, especially during the first few weeks to build a trusting relationship.



Let your mentor know what your goals are and what you hope to take away from this experience.



Ask questions and be an active listener.



Be consistent. The more you are, the more you will be trusted.



Follow up when you make a commitment to get information, take action, etc.



Don't leave your mentor hanging. If you don't respond your mentor will feel that he/she wasn't helpful. You don't want to leave someone who has volunteered their time to help with this kind of impression.



Work to make the relationship a two-way street. This means you should always be on the lookout for information/resources that might be of interest to your mentor.

Successful mentoring relationships can be fulfilling and beneficial for everyone involved. Remember to be flexible and enjoy this experience!



ST-EP

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EMPOWER!