

Top 10 Tips – How to be the perfect mentor

Supplied by: *The Development Company Limited*



Mentoring is one of the most rewarding learning experiences, so here are our ten top tips to be the perfect mentor:

1. You need to have the desire to facilitate a change, or changes, in a person.
2. Be prepared to have your *own* journey of learning.
3. Get properly trained – mentoring involves many skills. Listening, questioning, facilitation, reflection, feedback, summarising, goal setting, challenging, and many more.
4. Agree the purpose and outcomes for the mentoring – clarify this right at the start of the process. It takes time, but it's worthwhile to spend the time getting the goal(s) right.
5. Commit to the process – block out the diary time, and get dates agreed well in advance. Only postpone a meeting if it is an absolute crisis.
6. Agree the boundaries of the relationship in your first session. This can include how you work together, how often you meet, roles and responsibilities, note taking, actions, confidentiality, and methods of communication. It is beneficial to draw this up as a formal agreement, which you both sign.
7. Facilitate self learning. This is a true skill, to enable the mentee to draw their own meaning from their own life experiences. This can be via skilful questioning, such as 'If you were an onlooker, what conclusions might you draw from this?', or 'What might your best friend tell you to do?', personality profiling, using reverse mentoring and using actors.
8. Experiment. Mentoring isn't always sitting down and verbalising. Shake sessions up with different learning modes, such as watching a TED talk to stimulate discussion, films, questionnaires, role plays. I once went for a walk with a mentee who was very stressed at the start of the session. We uncovered so many blockages in that session – a power walk really stimulated a psychological shift.
9. Gain commitment to actions. Be aware that sometimes summarising the session is all the action that is appropriate.

Top 10 Tips supplied by...

The Development Company Limited
Ireton House
9 Sunny Side
Earls Barton
Northamptonshire
NN6 0EX
Tel: 01604 810801
training@thedevo.com
Web: www.thedevo.com



Top 10 Tips – How to be the perfect mentor

Supplied by: *The Development Company Limited*



10. If it isn't working, discuss this as soon as possible with your mentee. We have set up many mentoring programmes, and it doesn't always work out between mentor and mentee.

The Development Company provides training, coaching and consultancy to organisations who wish to use mentoring as part of their learning and development practice. We provide:

- In-company tailored training courses
- In-company seminars, including large conference seminars
- External mentors
- Consultancy and design of your unique mentoring system

Top 10 Tips supplied by...

The Development Company Limited
Ireton House
9 Sunny Side
Earls Barton
Northamptonshire
NN6 0EX
Tel: 01604 810801
training@thedevo.com
Web: www.thedevo.com

