



Leader Development Program Mentor/Mentee Duty Description

What is a Mentor?

This person partners with a participant of the Leader Development Program throughout their development experience. The mentor offers advice and guidance to help foster and promote professional development. They partner with the participant's supervisor to ensure the employee remains focused on development throughout the year. The mentor is not only a knowledgeable resource, but a coach. They can be an effective source of advice and encouragement.

Selection Criteria for Mentors

- Demonstrates high performance;
- Is given time to be accessible to the employee;
- Has pride in the organization;
- Has patience and good communication/interpersonal skills;
- Interested in being a mentor;
- A positive role model (well regarded by employees); and,
- Selected in advance with proven mentorship skills.

Mentor Responsibilities

- Be an informational resource for the employee on Manager policies, procedures, work rules, norms, etc;
- Assist in training the employee;
- Help employee manage the pull of daily duties that may prevent timely completion of development goals;
- Provide the employee with a network of co-workers who can assist with questions;
- Identify resources; and,
- Provide instructions.

Mentor Benefits

- Give something back to your department and the company.
- Share accumulated knowledge and experience.
- Gain a better understanding of yourself through helping others.
- Maintain a fresh perspective.

Mentor Expectations for Mentee

- **Confidentiality:** The mentor expects that the employee can be trusted with information, whether it be technical, business, personal, or otherwise.
- **Constructive criticism:** The mentor expects that the employee will receive constructive criticism in good spirit.
- **Learning:** The mentor expects the employee will display a coachable attitude and eagerness to learn.

Tips for Mentors

- Don't worry about being perceived as the "expert." Your experience is important to the employee.
- Be patient and positive. It takes time to develop a relationship. Don't try to cover everything right away.
- Don't try to force a relationship.
- Look for a preferred style of communication.
- Don't try to turn the employee into your clone. That person may have a different style from yours. Let

Tips for Mentors (continued)

- the employee develop.
- Listening may be more important than giving advice.
- Don't be judgmental.
- Don't lose heart because of an employee's failures. You can't always ensure success, but you can help that person to begin again more intelligently. You can help an employee see a failed experience as valuable by honestly identifying where it went wrong. Mentors can often prevent failure.
- Keep a good attitude and stay in the teaching spirit.

Mentee Expectations for Mentor

- General advice
- Guidance
- Encouragement
- A positive attitude
- Confidentiality
- Honest feedback
- Clear information
- Assistance in building networks and insight into how to make them effective and productive
- Establishment of the best form of communication – e-mail, phone, in-person

Tips for Mentees

- Ask questions
- Learn to evaluate the ideas and suggestions given to you by your mentor. Just because something felt right to another person, does not necessarily mean that it is right for you. On the other hand, it never hurts to try new things. Be open to new ways of looking at situations and doing things differently.
- The mentor program is just one tool for developing strengths and addressing weaknesses. Don't expect this relationship to solve all your problems. It is your responsibility to learn to solve your own problems, but there is no reason to do that in isolation when other people with more knowledge and experience in a particular discipline or profession can offer you advice. Take advantage of others' experiences.
- Have patience and realize the limits of a mentor relationship.
- Accept constructive criticism.