

# Mentorship Tips for Mentors

## WSU Staff Mentoring and Professional Development

<b>Keep your Promises</b>	<ul style="list-style-type: none"> <li>• Remain an active participant in the Mentor/Mentee relationship.</li> <li>• Commit to making the partnership a priority.</li> <li>• Take the initiative in the relationship.</li> <li>• Follow through on commitments and if you run into problems, let others know.</li> </ul>
<b>Listen to Understand</b>	<ul style="list-style-type: none"> <li>• Utilize active listening.</li> <li>• Be aware of your non-verbal cues like eye contact and nodding.</li> <li>• Avoid interrupting or cutting others off when they are speaking.</li> <li>• Invite the Mentee to talk and suggest topics to discuss.</li> </ul>
<b>Share Information</b>	<ul style="list-style-type: none"> <li>• Share your knowledge and expertise.</li> <li>• Ask before you give the Mentee advice, make suggestions, or offer feedback.</li> </ul>
<b>Speak Up</b>	<ul style="list-style-type: none"> <li>• Create an environment where the Mentee feels comfortable to speak up if they see something unsafe or feel unsafe.</li> </ul>
<b>Grow and Develop</b>	<ul style="list-style-type: none"> <li>• Help the Mentee identify opportunities for professional development.</li> <li>• Turn the focus of every action, meeting and event of the mentorship toward the Mentee. It is all about them and the Mentor is there to help.</li> <li>• Take advantage of opportunities to gain knowledge from the Mentee.</li> </ul>
<b>Be Encouraging</b>	<ul style="list-style-type: none"> <li>• Give encouragement to show you care about the Mentee and their success.</li> <li>• Encourage the Mentee to share their ideas, opinions and perspectives.</li> <li>• The Mentee should feel like their contributions have value.</li> </ul>
<b>Walk in Their Shoes</b>	<ul style="list-style-type: none"> <li>• Share failures as well as successes.</li> <li>• Ask the Mentee before you assume your priorities are their priorities.</li> </ul>
<b>Connect with Others</b>	<ul style="list-style-type: none"> <li>• Practice courtesy and kindness in all interactions.</li> <li>• Remind the Mentee that this is a safe environment where the focus is on them and their development.</li> <li>• Connect the Mentee to resources.</li> </ul>
<b>Express Gratitude</b>	<ul style="list-style-type: none"> <li>• Show the Mentee you appreciate their professional development.</li> <li>• Show the Mentor you appreciate their time and experiences shared.</li> </ul>
<b>Be a Team Player</b>	<ul style="list-style-type: none"> <li>• Trust that the Mentor/Mentee has good intentions.</li> <li>• If, after a period of time, the Mentor/Mentee doesn't believe that this is an effective mentoring relationship, then discuss this together. If the discussion involves the possibility of ending the relationship, contact the Mentorship Pilot Program Coordinators within WSU Human Resource Services.</li> <li>• If the relationship does end, end it on professional terms.</li> </ul>

# Conversation Starters

**Remember:** Getting to know your Mentee is more than learning a name, rank, WSU number and the facts of a resume. We each bring who we are to what we do. Unless we develop an honest and open relationship with a mentoring partner, we never get to know who they truly are. It begins and continues with conversation. What questions are you prepared to ask to start the conversation?

Consider using some of the questions below to get conversations started in your mentoring sessions, and to help you stay focused on the objectives of the mentoring relationship.

## Offer the Mentee Support

- How are things going for you this week?
- What's new since the last time we spoke?

## Provide a Solid Foundation for Success

- On a scale of 1-10, how well do you feel you understand your work responsibilities, goals and priorities? What would get it closer to a 10?
- What can I do to help set you up for success?
- What additional access to resources do you need in order to be successful?
- What questions do you have related to Washington State University tools and systems?

## Advance Mentee's Personal and Professional Growth

- What personal/professional goals would you like to set for the next 4-6 months?
- How are you growing professionally in your role?
- What have been your key learnings so far in your role?

## Proactively Identify and Resolve Issues and Concerns

- How are things going in your department / with your team / with your manager?
- What obstacles or frustrations, if any, would you like to talk about? How may I assist with them?

## Relate to the Mentee/Provide Background, Learn their Background

- Talk about your hobbies, favorite movies, books, music, family, community where you live, etc.
- Ask Mentee about their hobbies, favorite books, music, family, school, academic and career plans, etc.
- Talk about how you secured your current job. What specialized training have you had?
- Share websites and WSU resources, you think Mentees might find useful or interesting.