

## Basic Mentoring Objectives

While there are expectations in relation to conduct and quality, we understand the demands on the time of both mentors and mentees. Therefore, the program allows mentors and mentees flexibility to choose the method of communication that best fit their schedules.

However, once you are informed about your mentoring partner, you should:

- Work together to discuss and development expectations, set objectives and complete a formal mentoring agreement (a sample agreement is provided).
- Agree upon a set schedule to interact once a month. The scheduled communication time should be included in your mentoring agreement.
- Provide the Coordinator a copy of a signed mentoring agreement – fax, mail or email (typed names on form submitted electronically is acceptable). Return a copy of your Mentoring Agreement to:
  - Email
  - Mail
  - Fax #
- Fulfill commitments or provide adequate notice of changes to your mentor or mentee.
- Participate in periodic evaluations. Although the Coordinator will be communicating periodically, you will be provided a mid-program progress/satisfaction evaluation survey and a learning outcome evaluation which will measure progress toward completion of your mentoring objectives.
- Communicate with the Coordinator to keep her informed of any mentoring relationship changes or concerns, or changes in your contact information.
- Observe confidentiality and professional standards of behavior and safety. You will not disclose to others what you discuss with your mentoring partner unless with her/his agreement. Create a safe learning environment - i.e. face to face meetings in neutral professional areas.

## **Some Mentor Do's and Don't's**

### **Do**

- Challenge, motivate, inspire and encourage
- Be patient and build trust
- Offer alternative perspectives
- Encourage self-directed reflection, analysis and problem solving
- Establish boundaries with your mentee
- Remember personal safety. Face to face meetings should take place in public places.

### **Don't**

- Simply provide solutions, but advise or identify resources to assist the mentee to make their own decisions.
- Assume responsibility for the mentee's career success. Rather, provide feedback on job search tactics, tips on networking successfully and comments on various strategies to succeed.
- Offer "personal" counseling or life coaching that is not related to professional or personal development.
- Neglect agreed commitments without explanation.
- Hesitate to contact your mentee if you have not heard from him/her for a while.
- Meet in places that make you uncomfortable



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