

Best Practices for Effective Mentor-Mentee Relationships

Communicate Effectively

It is important to recognize your own communication style and that of your mentor

- Mentee-Mentor should complete the Communication Styles Inventory Form:
<http://www.whcare.com/images/form.pdf>
- Establish preferred method of communication of your mentor
- Be proactive in tracking and communicating progress toward your goals with your mentor
- Prepare for each meeting with your mentor. Create an agenda. Focus the discussion on where you need most assistance/input. After the meeting summarize the discussion and action items and send to your mentor.

Align Expectations

Questions for the Mentee to Consider

- What am I looking for from my mentor relationship(s)?
- What do I expect from my mentors and what do they expect from me?
- How do my mentors know what I am expecting and am I sure I know what they expect from me?
- Have we explicitly discussed these questions? If not, why?
- What roles do you expect your mentor to play?
- What role do you play in clarifying those roles?
- How do those roles change over time?

Mentee Approaches to Aligning Expectations

- Set regular meetings
- Prepare the agenda for your meetings
- Establish anticipated milestones and deliverables
- Consider value of compacts (mentoring agreements)
 - Sample Compacts: <https://ictr.wisc.edu/mentoring/mentoring-compactscontracts-examples/>
- Leverage the opportunity of using an Individual Development Plan (IDP) to establish expectations
<http://myidp.sciencecareers.org/>
- Consider using the Alignment Phase Resources:
<https://ictr.wisc.edu/mentoring/mentees-alignment-phase-resources/>
- Consider using the Alignment Phase Checklist. For mentee and mentor to review and complete together:
https://ictr.wiscweb.wisc.edu/wp-content/uploads/sites/163/2016/11/AlignmentPhaseChecklist_v2.pdf

Mentor Approaches to Enhance Mentee Self-Efficacy

- Remind them of their past accomplishments
- Encourage mentee to observe others and learn from their experiences
- Give compliments and feedback about their progress
- Set small, reasonable goals and acknowledge all successes, even the small ones

Work-Life Integration

- Consider how you are focusing your attention and what is important to you by completing the 4-way view: <https://hbr.org/web/2013/06/assessment/are-you-focusing-on-whats-important>
- Make periodic attempts at writing a 5, 10 or 15-year visions statement. Observe how this changes over time.
 - Vision Statement Ideas (Total Leadership, Chapter 1, pg. 41): http://www.totalleadership.org/wp-content/uploads/2017/12/Friedman_Total_PBKprefch1ch2-111017-revised-preface.pdf