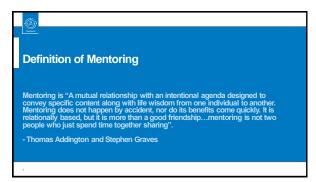
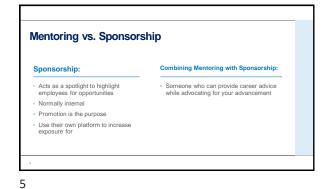


Objectives	<ul> <li>Define Mentoring</li> <li>Explain the difference between mentoring and coaching or sponsorship</li> <li>Review different types of mentors</li> <li>Traits of a good mentor</li> <li>How to find the right mentor</li> <li>Best guidelines for successful mentoring</li> <li>How to start a mentoring relationship</li> <li>How to start a mentoring program in your workplace</li> <li>Discuss the benefits of mentoring</li> <li>How to get the most out of a having a mentor</li> </ul>
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### Best Characteristics of a Mentor

- Good listener/sounding board

- Good listener/sounding board Flexible Value diversity of perspectives Knowledgeable Nonjudgmental Able to pievo constructive feedback Honest and candid Able to network and find resources Successful in career Willing/able to devote time to developing others Eager to learn

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#### How to Find the Right Mentor

- Know your short-term and long-term goals
- Do research
- Make sure they have the right expertise/experience for you
- Think about your current network
- Join new networking organizations
- Don't talk yourself out of trying to find one
- Be aware of your personality and communication style
  Have several candidates before committing to a single mentor

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#### How to Ask Someone to Be Your Mentor

- Doesn't need to be a formal request If someone you don't already know it may take multiple meetings to know them first before asking for mentorship Might be better to make more official request if you are already well aquatinted with your potential mentor Be clear about how this will be a different relationship than the one you already have established Explain what you are looking for in a mentor Understand that someone you ask to be your mentor may say no Acknowledge and respect the individual's time



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### Best Communication Practices

- · Honest & authentic
- Establish preferred method of communication of your mentor: face-to-face, video chat, phone calls, or email



 Be proactive in tracking and communicating progress



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# Creating a Mentoring Program in the Workplace

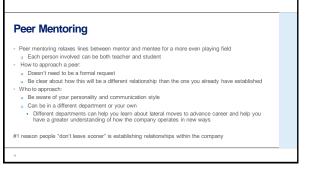
- Define the goals of the program
- · Create an outline of the mentoring process
- Select participants
- · Match mentors and mentees
- Provide mentorship training

# Benefits of a Mentoring Program in the Workplace

- · Increased knowledge transfer
- Job satisfaction
- Smart succession planning
- Development of leadership skills Motivation for professional development and accountability
- Achievement of goals and objectives
- Stronger internal networks
- Increased teamwork
- morodood todimitor

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## Benefits of Being a Mentor

- Improve communication and personal skills Develop leadership and management qualities Reinforce your own knowledge of your subject(s) Encourages renewed ideas and perspectives Increase your confidence and motivation Engage in a volunteering opportunity Enhance your Resume Extends network Benefit from a sense of fulfilment and personal growth

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### Benefits of Being a Mentee

- · Gain practical advice, encouragement and support
- Builds self-confidence and lowers anxiety
- Professional development opportunities
- Develop strategies for dealing with both personal and professional issues Having a confidential sounding board for ideas and challenges
- Greater awareness of other approaches to work and new ways of thinking

Network growth

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# Get the Most Out of Your Mentor

- · Be curious break free from your comfort zone
- · Be honest
- · Respect goes both ways
- · Have clear and distinct goals
- · Give as much as you get





## **Famous Mentor Relationships**

- Steve Jobs mentored Facebook co-founder and CEO Mark Zuckerberg Oprah Winfrey had a great mentoring relationship with the author Maya Angelou Warren Buffett's iconic mentor was Benjamin Graham, known as the father of value investing who wrote 'The Intelligent Investor'
- Dr. Benjamin E. Mays was Dr. Martin Luther King's spiritual mentor
- Michelle Robinson (now Obama) was Barack Obama's designated mentor at Sidley Austin law firm when they both worked there

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# THANK YOU FOR PARTICIPATING!

Mentoring

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