

NJAWBO-MERCER CHAPTER
MENTORING GUIDE

Mentoring involves going above and beyond. It is a relationship in which a business with greater experience and expertise counsels, teaches, guides and helps the mentee professionally. The mentoring process is a partnership with both parties freely contributing to the discussion as equals working together based upon mutual respect. The mentor may have greater experience and insight, but the relationship can be one of sharing rather than the mentor giving and the mentee receiving. The mentor helps, but the mentee does.

ROLE OF THE MENTOR

The role of the mentor is to act as a source of information on the goals and mission of the mentee. The mentor should:

1. Listen carefully when the mentee describes their problem.
2. Provide ideas or information when asked which the mentee can use to weave their own solution.
3. Encourage exploration of options.
4. Meet with the mentee at mutually convenient time intervals for feedback and planning. Information from those meetings should be reported back to the Mentor Coordinator (Member Services Committee).

ROLE OF THE MENTEE

The mentee responsibilities are as follows:

1. Initially bring to the first meeting career goals and development objectives she wants to focus on.
2. Willingness to assume responsibility for her own growth and development of her company.
3. Receptivity to feedback and coaching.

DEVELOP A MENTOR-MENTEE AGREEMENT

A negotiated agreement should specify how the development plan is to be carried out through the mentoring activities.

1. Both parties should define how they would work together. What each person is willing and able to invest in the relationship should be clearly worked out and agreed upon.
2. Both parties should state what they hope to achieve through this association and what outcomes they expect.
3. The agreement should be in writing.
4. The goal of the agreement is to set objectives for their mutual effort. The agreement is subject to change as required. It is mutual in that both parties should benefit in professional and personal satisfaction. The greatest value of developing such an agreement and making it explicit comes from the freewheeling discussion between the mentee and mentor.

MENTOR-MENTEE TRACKING OF AGREEMENT

In formal mentoring, every agreement has key points, which indicate how well it is working. Depending on the nature of the agreement, these key points need to be checked periodically. Mentor and mentee should discuss points that should be amended, dropped or improved. There should be a thirty-day initial checkup. After the initial checkup, the Mentor/Mentee team should report to the Mentor Coordinator every 3 months on the first day of the month. Of course, any problem should be dealt with when it arises.

THIRTY DATE CHECKUP	DATE mm/dd/yy	List any key points to be adjusted.
THREE MONTH CHECKUP	DATE mm/dd/yy	List any key points to be adjusted.
SIX MONTH EXAMINATION	DATE mm/dd/yy	List any key points to be adjusted.