

## **Mentoring / Coaching**

### **Mentoring**

Having a mentor is often of great assistance to progress in your chosen field. Both mentee and mentor can learn significantly from the process.

The following are tips to get the most out of the mentoring process-

- 1 Learn how to accept and give feedback, ask for regular feedback
- 2 Share your thoughts and feelings
- 3 Maintain sensitivity about mentee's personal and learning needs
- 4 Reflect on learning frequently, both parties maintain a reflective journal
- 5 Define and focus on mentee's goals
- 6 Set a regular contact schedule but be flexible
- 7 Check frequently on the effectiveness of communications
- 8 Share information and resources
- 9 Have a definite conclusion to the process
- 10 Celebrate success
- 11 Continually work on evaluating the relationship
- 12 Brainstorm the list of learning opportunities when you start
- 13 Define purpose and objectives when you start. In some cases carrying out a force-field analysis may be beneficial in the early stages.
- 14 In some cases a self and others rating of the mentee's competencies may be beneficial initially (Refer to "Resumes" for a list of possible competencies)

### **Coaching**

"A good coach will make his people see what they can be, rather than what they are"

Being a good coach-

Build rapport

Listen a lot

Ask open questions

Build confidence

Give praise

Be blame free

Realise people are never failures

Listen more than you speak

Try to build trust

Schedule time

Be open yourself

Always support others

Learn from mistakes

Smile a lot

Respect people

Encourage life-long learning

Boost everyone's interpersonal skills

Be a life-long learner

Ask for regular feedback

Celebrate success