

How to be a great mentor

Not all mentors are created equal; being a good mentor is acting as a trusted advisor and offering guidance, motivation and inspiration. It involves making yourself available to support and advise someone when they need it, delivering that support in a way that makes sense to them, and always keeping that person's best interests in mind.

TIPS TO BE A GOOD MENTOR

- Listen patiently be available and responsive
- Respect confidentiality
- Recommend tasks and resources: books, events, podcasts and blogs
- Help your mentee to set practical and useful goals ask to review their goal setting checklist
- Inspire confidence
- Encourage independence while sharing experience and giving advice
- Get a clear view of your mentee's aspirations
- Even if you are not an 'expert', an outside perspective makes all the difference
- Maintain regular contact
- Ensure confidentiality - unless otherwise agreed upon
- Set the stage for intrinsic and ongoing growth
- Inspire your mentee to tackle more challenging goals and milestones

QUESTIONS TO ASK YOUR MENTEE

- 1 What is it that you really want to be and do?
- 2 What are you doing really well that is helping you get there?
- 3 What are you not doing well that is preventing you from getting there?
- 4 What will you do differently tomorrow to meet those challenges?
- 5 How can I help/where do you need the most help?

MENTOR CHECKLIST

To get the most out of your mentoring relationship and move past possible pitfalls - we recommend running through this checklist before, during and after that first meeting with your mentee

Before your first meeting

- Review your mentees bio
- Consider your own experience and strengths, and what you'll bring to the relationship
- Consider what you want to get out of the mentoring relationship - this is a two-way street

At the first meeting

- It can seem dry and impersonal, but start off by setting the parameters of your relationship - how often should you connect and how will you communicate? (In person, via Zoom?) Getting the housekeeping out of the way first can be a great ice-breaker
- Introduce yourself to your mentee – ask them about their bio, and give a brief overview of your career highlights and relevant experience
- Why are you here? Let your mentee know why you're offering your time back as part of this relationship, and how mentors have helped you along the way
- Make sure you come away with a clear idea of what your mentee is looking for in this relationship, so you can start planning how you can best assist and guide them in achieving their goals
- Ask about the mentees goal sheet and if possible review it

After the first meeting

- Consider what you discussed,
- Lock-in the next meeting, share any articles you've been enjoying, and start looking for opportunities to help your mentee grow

For more information please email the mentoring team mentoring@dairyaustralia.com.au