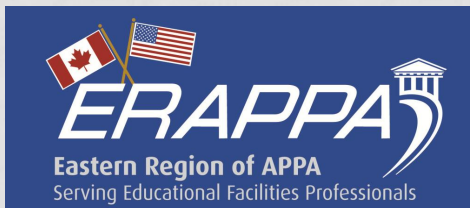
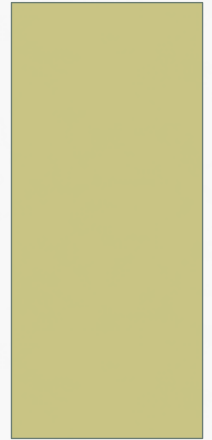




MENTORING: WHAT IS IT AND ARE YOU READY?



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OBJECTIVES

- To understand what mentoring is and its benefits.
- To identify the role and responsibilities of a mentor (and mentee) and skills and characteristics needed for success.
- To determine if mentoring is right for **you**.
- To get **you** thinking about your participation in the ERAPPA Mentorship Program.



SO WHAT IS MENTORING?

MENTORING, DEFINED.

- Mentoring is a **relationship** in which one person helps another to discover more about themselves, their potential and the capabilities.
- Mentoring is a **partnership**; an agreement between two people sharing experiences and expertise to help with personal and professional growth.
- People helping people grow and develop.

IS MENTORING THE SAME AS COACHING?

Yes, and No!

While some use the word interchangeably, the activities and goals are different.

COACHING

- Focused on short-term skill-building, related to a person's current job or close career progression.
 - **Goal:** Short-term behavior change.
 - **Who coaches?** A supervisor, another internal leader, or someone close in their own hierarchy.
 - Behavior targeted for change might be technical skills or soft-skills, but the goals are typically set for a defined period of performance.

MENTORING

- Focused on longer-term career decision making and career growth.
- **Goal** – improved, long term career decisions, growth and progress; goal is professional development. It's about developing capability and potential rather than performance and skills.
- **Who mentors?** A seasoned professional, someone from inside or outside a person's own organization, not necessarily linked to their hierarchy. Maybe someone from an outside organization? Maybe... ?



ROLE & RESPONSIBILITIES OF A MENTOR

- You need:
 - Desire
 - Time
 - Experience

Wisdom

Challenge

Support

- You need to:
 - Share organizational and professional insight
 - Be able to expand the mentee's network
 - Act as a sounding board
 - Assist with developmental growth
 - Provide developmental feedback

MORE ABOUT A MENTOR'S ROLE

- Pass on information and knowledge
- Guide on career development
 - May redirect – share realistic view
- Offer different perspectives
- Offer support, encouragement
- Confront difficult issues
- Celebrate success!

SKILLS & QUALITIES OF AN EFFECTIVE MENTOR

- Honest
- Reliable
- Non-Judgmental
- Sees potential
- Patient
- Good listener
- Enthusiastic
- Desire to help
- Accessible
- Approachable
- Modest
- Confident
- Curious
- Keeps confidences!

THE MENTOR SHOULD ENCOURAGE THE MENTEE TO:

- Listen
- Check for understanding
- Share their thoughts
- Reflect on learning
- Be open to new perspectives
- Take responsibility for their own development
- Get the most from the relationship
- Celebrate success!

ROLE, RESPONSIBILITIES AND TRAITS OF A MENTEE

- Ambition/Willingness to learn
- Intelligence
- Ability to accept feedback
- Ability to identify, establish and express goals
- Willingness to devote time to the process and to the mentor
- Willing to stretch
- Ability to establish relationships

BENEFITS OF MENTORING

- Win – The organization/association
- Win – The mentee
- Win – The mentor



WHAT THE MENTOR GETS

- To pass on successes and share their knowledge
- To practice interpersonal skills
- To expand their own horizons
- Recognition
- Personal satisfaction
- As much or more out of the relationship than the mentee!

WHAT THE MENTEE GETS

- Valuable insight
- Understanding of strengths and opportunities for improvement and advancement
- Professional development
- Doors opened
- Expanded resources
- Different perspective
- Reality check

WHO BENEFITS?

The Mentee

- Improved confidence
- Access to networks/contacts
- Professional development
- Fun and everlasting relationships

The Mentor

- Personal development
- Satisfaction
- Share successes
- Discovering talent
- Fun and everlasting relationships

The Organization

- Develop talent pool
- Focused employees
- Increased efficiency/morale
- Fun and everlasting relationships

The Association

- Improved networks
- Focused individuals
- Talented, motivated members
- Members having fun and building everlasting relationships

MENTORING IN PRACTICE

The first meeting should NOT be like speed dating!



What should happen?

MENTORING IN PRACTICE

- Get to know each other
- Establish expectations-goals
- Discuss confidentiality and ground rules
- Agree on frequency, mode, location, etc.
- Determine clear boundaries
- Discuss how you will evaluate progress
- Establish a Mentoring Agreement
- Develop a Plan

IT MAY SOUND REWARDING, BUT IS
MENTORING RIGHT FOR YOU?



WHAT TO CONSIDER? WHY BE A MENTOR?

- Do you want to share your knowledge and experience with others?
- Do you want to contribute to other people's growth and success?
- Are you willing to invest the time?
- How does mentoring relate to your goals?
- Is it the right time for you to mentor?

KEY TO SUCCESS

- Build the relationship continuously
- Listening – it's more important than speaking
- Know your boundaries
- Commit to a partnership
- Discuss no-fault termination
- Maintain honesty
- Create a plan; have check-ups
- Celebrate success



MENTORSHIP PROGRAM (M&M)



THE M&M PROGRAM OFFERS AN OPPORTUNITY FOR ERAPPA MEMBERS:

- To engage with other facilities professionals
- To connect emerging professionals with seasoned professionals
- To share successes and lessons learned to strengthen our profession
- To share professional development
- To receive guidance and information
- To network and engage in career prospects
- **To have fun and build everlasting relationships!**

ERAPPA M&M Program

<http://www.erappa.org/erappa-mentorship-program.html>

