

## TOP 10 MENTORING TIPS FOR MENTORS!

1. Your mentee might be a bit intimidated or nervous at the start - try and put them at ease!
2. Remember to schedule a few minutes to prepare before a meeting, and go over previous notes.
3. Try and uncover some common interests such as sports, places you've travelled, movies or music you like.
4. Be open and share. Talk about your successes and failures.
5. Listen patiently! It's hard in the fast paced world we live in to listen carefully but make a concerted effort.
6. Be constructive. It's important to provide critical feedback but do it kindly and temper criticism with praise when deserved.
7. Be open to learning new stuff from your mentee - learning is a two way street!
8. If appropriate - share your networks or contacts.
9. At the end of a meeting, summarize your discussion and confirm the next meeting or step.
10. Enjoy the mentoring program!

