

Creating a Respectful Workplace

Crew and AdvanceRIT: Effective Mentoring

<u>MENTOR BEST PRACTICES</u>	<u>MENTEE BEST PRACTICES</u>
<ul style="list-style-type: none"> • Get to know your mentee • Establish working agreements • Focus on developing robust learning goals • Balance talking and listening • Ask questions rather than give answers • Engage in meaningful and authentic conversation • Check out assumptions and hunches on how mentoring is going • Support and challenge your mentee • Set the expectation of two-way feedback • Check in regularly to stay on track 	<ul style="list-style-type: none"> • Expect to drive the mentoring relationship • Create SMART goals that will contribute to your development • Be authentic, open and honest • Prepare for all mentoring meetings • Stay connected and in communication with your mentor • Be willing to stretch and step out of your comfort zone • Ask for specific feedback • Focus on your future development • Keep a journal <p style="text-align: right;"><i>(Center for Mentoring Excellence)</i></p>

GETTING STARTED...

1. Get to know each other. Some fun questions to answer...
 - What are 3 personal values you hold and why are they important to you?
 - What is something that makes you smile at work?
 - What do you love about your job? What do you love about RIT?
2. Share positive mentoring experiences and why they were helpful.
3. Discuss and agree upon ground rules (confidentiality, duration, process for feedback, cancellation expectations...etc.)
4. Brainstorm, list, and prioritize mentee's goals.
5. Decide on next meeting date and location.