Mentoring Tips
Building a mentor relationship is a two-way street that takes effort from both sides. The following are some tips for building and maintaining a successful relationship.

Tips for Mentors
- **Establish clear expectations for the relationship.** How quickly are you able to respond; would you prefer to meet via phone or just via email; how often are you able to meet, etc.
- **Be enthusiastic.** If you are enthusiastic and positive about what you do, you will only pass on this enthusiasm to others who follow you in your career and those that you influence along the way.
- **Share your expertise.** Share your knowledge and experience openly, even mistakes you may have made along the way or things you wish you had done differently.
- **Listen.** Listen to both what is being said and not said. Help guide the conversation by asking questions to aid the mentee in achieving their goals.
- **Offer direct feedback.** Constructive, honest feedback will help the mentee make the best decisions and get the most out of the relationship.
- **Deliver realistic promises.** Try not to disappoint with promises that do not pan out, as it will only break the trust in the mentor relationship.

Tips for Mentees
- **Have clear goals.** Take time to think about your goals for the mentoring relationship and communicate them to your mentor up front. Use your mentor’s time productively.
- **Be honest.** Be open, honest and direct with your mentor.
- **Take responsibility.** You, not your mentor, are responsible for your professional development and career path.
- **Follow through.** Follow up on suggestions your mentor may make regarding other resources or contacts.
- **Listen carefully.** Consider the mentor’s advice and point of view, even if different from yours.
- **Be gracious.** Acknowledge your mentor’s time and assistance. A thank-you note is always a nice gesture.

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