

# ONE THING

## MENTORS AND MENTEES

### EFFECTIVE TRAITS FOR MENTORSHIP




## HIGHLIGHTS

- There are eight elements of an effective mentorship program
- The roles of mentor and mentee each require a unique set of traits to get the most out of their work together



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### Evaluation: Does your mentorship program include the following eight elements?

1. Clear Objectives and Structure: A successful program has well-defined goals and a structured framework that guides the mentorship process. Clear objectives help ensure that both mentors and mentees understand the purpose of the program and what they are expected to achieve, leading to more focused and productive interactions.

2. Training for Mentors and Mentees: Providing training for both mentors and mentees can significantly enhance the effectiveness of the mentorship. Training should cover roles and responsibilities, communication skills, goal setting, and how to give and receive feedback. This preparation can help prevent misunderstandings and improve the quality of the mentoring relationship.

3. Matching Process: Successful programs often use a thoughtful matching process that considers the preferences, interests, and goals of both mentors and mentees. Good matches are critical for ensuring compatibility and fostering a positive, productive relationship. Some programs allow mentees to choose their mentors based on provided biographies or profiles, enhancing the likelihood of a good match.

# ELEMENTS OF A MENTORSHIP PROGRAM CONTINUED

4. Regular Communication and Meetings: Establishing expectations for regular communication and meetings helps maintain momentum in the mentorship relationship. Successful programs often specify a minimum frequency for interactions, whether through face-to-face meetings, phone calls, or electronic communication, to ensure ongoing engagement and support.

5. Monitoring and Support: Ongoing monitoring and support from the program administrators can help address any issues that arise and provide resources as needed. Successful programs often have mechanisms for feedback and problem-solving to assist both mentors and mentees throughout the process.

6. Recognition and Rewards: Recognizing and rewarding the contributions of mentors can be an important element of successful programs. This might include formal acknowledgment, opportunities for professional development, or other incentives that value the mentor's contribution to the program and their mentee's development.

7. Flexibility: While structure is important, successful programs also allow for flexibility to meet the individual needs of mentor-mentee pairs. Flexibility in goals, communication methods, and meeting schedules can help accommodate the varying schedules and preferences of participants.

8. Evaluation and Feedback: Implementing regular evaluations of the program's effectiveness from the perspectives of both mentors and mentees helps identify areas for improvement. Feedback mechanisms can guide the refinement of the program to better meet the needs of current and future participants.



**A great program is only part of the mentorship equation. The mentor and mentee each must have the correct mindset to get the most out of their sessions. On the following pages you will find effective traits for each.**

**Encourage mentorship participants to conduct a self-assessment on these traits.**



**LOOKING FOR  
A MENTOR?**

WZ provides both one-on-one feedback sessions and small group workshops through our [In Your Area](#) program

# TRAITS OF AN EFFECTIVE MENTOR

1. Commitment: A good mentor is committed to the mentorship relationship, investing time and energy in the mentee's development. This includes being available for regular meetings and communication.

2. Effective Communication: Effective mentors possess strong communication skills, facilitating open, honest, and respectful dialogue. They listen actively and provide feedback that is constructive and supportive.

3. Goal-Oriented: Good mentors help mentees set clear, achievable goals and create a plan to reach them. They discuss the mentee's personal and professional development objectives and help them establish a pathway to achieve these goals.

4. Knowledge and Expertise: A mentor should have relevant knowledge and expertise to guide the mentee. This includes not only professional knowledge but also insights into navigating the organizational culture and advancing in one's career.

5. Empathy and Support: Good mentors are empathetic and supportive, understanding the challenges faced by mentees and providing encouragement. They build a relationship based on trust and mutual respect.

6. Adaptability: Effective mentors are flexible and adaptable, recognizing that each mentee is unique and may require different types of support. They adjust their mentoring style to suit the needs and learning style of the mentee. They do not change the mentee to conform to their mentorship style.

7. Modeling Professionalism: Mentors serve as role models, demonstrating professional behavior, ethical conduct, and continuous learning. They inspire mentees by example, showcasing how to navigate professional challenges, opportunities, and networks.

8. Networking Support: A good mentor helps mentees build their professional network by introducing them to colleagues, suggesting professional associations, and facilitating opportunities for professional growth and collaboration.

9. Feedback and Evaluation: Effective mentors provide regular, constructive feedback and are open to receiving feedback from mentees. They engage in ongoing evaluation of the mentorship relationship to ensure it remains productive and meets the evolving needs of the mentee.

10. Lifelong Learning: Good mentors are committed to their own continuous learning and professional development. They stay informed about developments in their field and mentoring best practices, ensuring they can provide the most current advice and guidance.



**BUILD A  
LEADERSHIP TEAM**

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# TRAITS OF AN EFFECTIVE MENTEE

1. Proactive Engagement: Good mentees take initiative in the mentorship relationship. They actively seek advice, feedback, and guidance, demonstrating a genuine interest in learning and growth.
2. Openness to Feedback: Effective mentees are open to receiving constructive feedback. They listen attentively, consider advice seriously, and are willing to make changes based on the guidance provided by their mentor.
3. Goal-Oriented: Good mentees have clear personal and professional goals. They communicate these goals to their mentors and work collaboratively to develop strategies to achieve them.
4. Responsibility for Learning: Effective mentees take responsibility for their own learning and development. They prepare for meetings with their mentor, follow through on agreed-upon actions, and actively seek opportunities to apply new knowledge and skills.
5. Effective Communication: Good mentees communicate effectively and efficiently with their mentor. They articulate their needs, questions, and concerns clearly and listen actively to their mentor's advice.
6. Respect for Mentor's Time: Effective mentees are respectful of their mentor's time. They schedule meetings in advance, arrive prepared, and keep discussions focused and on-topic.
7. Adaptability: Good mentees are flexible and adaptable. They understand that feedback and recommendations may require them to adjust their plans or approaches and are willing to explore new ideas and strategies.
8. Professionalism: Effective mentees demonstrate professionalism in their interactions with their mentor and others. This includes maintaining confidentiality, meeting commitments, and behaving ethically and respectfully.
9. Self-Reflection: Good mentees regularly reflect on their progress, strengths, and areas for improvement. They use insights from self-reflection to guide their development and discussions with their mentor.
10. Gratitude and Recognition: Effective mentees express gratitude for their mentor's time and guidance. They acknowledge the value of the mentorship experience and recognize their mentor's contributions to their development.



## ADDITIONAL READING

Mentorship programs: Bridging the gap between theory and practice. (Breci & Martin)

Mentoring in academe: Models for facilitating academic development. (Kunselman et al)