

Guidelines for Mentors

Desired attributes

Mentors should be:

- Interested in helping others to succeed
- Reliable and trustworthy to maintain confidentiality
- Skilled at active listening — picking up important cues from what someone says, able to reflect back the relevant issues

Empathy

Suggested techniques

Teach by example

A mentor's focus should be to help a less experienced person acquire the knowledge and character needed to meet his or her goal. They provide opportunities for growth and new experiences.

Counsel the mentee wisely

Provide the benefit of your knowledge and experience keeping in mind that because of unique personalities every situation is different. However, an explanation of how you handled certain situations can get the mentee thinking about how to solve their own problems.

Offer encouragement

Most people become stagnant out of fear. Fear of failure, fear of success and fear of something different. The mentor will need to encourage the mentee and help them over self-doubt. Encourage professional behaviour and confront negative behaviour.

Challenge the mentee

Encourage him to pursue opportunities that he would not normally have at his level.

Confidentiality

Mentors are obligated to maintain the confidentiality of any information provided to them by the mentee. This is an important prerequisite to create an open environment for the mentoring discussion.

Support

If you wish to raise any issue about the mentoring program, or withdraw from the program, please contact SKOCA on 9822 0911