

As a mentor, you are a trusted guide to your mentee. You have the professional expertise to provide support, feedback, resources, and advice to a young professional looking to advance their career.

- Practice active listening
- Ask open-ended questions
- If meeting virtually, have your video on
- Handle rescheduling tactfully
- Respect the confidential nature of mentoring
- Make introductions
- Share resources
- Provide honest feedback
- Celebrate success
- Reach out in between meetings

WHAT TO TALK ABOUT

- Challenges and successes
- Goals and progress
- Recent training or suggested resources
- Walk throughs, side-by-sides, demos of processes or systems
- Project meetings, after-action reviews, team huddles