**How to be an Effective Mentor**

A mentor should be:

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| * Supportive * A Good Motivator * Patient * Respected | * People-oriented * Respectful of Others * An Effective Teacher * Self-confident |

As a mentor, you should be aware of the stages of mentoring:

**1. Laying the foundation.** In this first phase, the foundation is established. As the two partners get to know each other, boundaries are set as to what each expects of the connection. As they begin to know more about each other and become comfortable, trust is established. They reach a point where they can discuss things openly and honestly.

**2. Clarifying where they’re going.** In this phase, the mentor helps the mentee look at realistic possibilities and options. Together they develop a plan to help the mentee reach his or her goals and aspirations. The mentor’s roles in this phase are primarily as coach, motivator, and teacher. He or she devotes more time to this phase than any other, focusing on providing detailed information on many workplace issues and procedures and sharing the benefits and insights of his or her experiences. It helps to give examples of good and bad experiences, share what did and did not work, and suggest pitfalls to avoid. During this time, the mentor gives a lot of praise and builds the mentee’s self confidence.

3.**Helping the mentee grow.** In this stage, the mentor serves most as a guide. Some of the activities a mentor might recommend to his or her mentee during this period are:

* + Reading books, articles, journals, and other publications to enhance knowledge
  + Trying new projects or special assignments
  + Giving presentations
  + Joining a professional society, subscribing to a professional journal, and participating in the society
  + Attending conferences and symposiums
  + Observing other professor's classes.

This document was modified from an original document on mentor effectiveness produced by the United States Coast Guard. The original document can be found at:

http://www.uscg.mil/leadership/mentor.htm

For assistance in locating books, articles, journals and other publications, you may consider one of Valencia's Centers for Teaching and Learning Innovation.