

MENTOR GUIDELINES



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Mentors



Motivating



Inspiring



Challenging





M – Manages the relationship

E - Encourage

N – Nurtures

T – Teaches

O – Offers mutual respect

R – Responds to the mentee's needs.



Mutual Trust



Regular “contact”
and conversation



Genuine belief in
the process



Desire to build
the “institution”



Help both
persons to “grow”

Mentoring

Principles of Mentoring

Synergy:

Mentoring should be enriching for both mentor and mentee

Mentoring is about learning and not teaching

Mentee is empowered to take responsibility of his/her actions

Relationship:

Mentoring is a power-free partnership between two individuals

Focus is not to make mentee dependent but to develop mentee's independent critical

Uniqueness:

Understanding the concept of mentoring and how it is different from coaching and counseling is important

Mentoring must provide direction in order to channelize efforts in the right direction



Mentoring



Skills



Attitude



Skills needed by Mentor, Mentee

Skills needed for an effective mentor:

- Building trust
- Ability to encourage
- Identifying goals and current reality
- Providing corrective feedback
- Inspiring
- Developing capabilities in mentees
- Managing risks
- Good motivator
- People orientation
- Introspection
- Facilitation

Skills needed by mentee:

- Listening actively
- Reflection
- Willingness to take responsibility
- Asking right questions
- Deep commitment
- Confidentiality & keeping trust
- Ability to take initiatives
- Follow through on commitments
- Ability to connect the dots
- Willingness to learn

Attitude for Mentoring

Start – At the start of mentoring process, mentors need to have an attitude of building trust and setting up the mentoring contract in initial meetings

During – During mentoring, a positive attitude of encouragement and giving directions is required

Closing – While the mentoring sessions are close to end, mentors need to have an attitude of reducing dependency of mentee and make the mentee self dependent



Mentoring



