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Description automatically generated**Mentor Tips**

Throughout your life, you will receive requests to be a mentor. This is your opportunity to give back by sharing your knowledge and expertise with others. As you jump into the mentor role, ask yourself: What is the most important piece of advice that you gained from a mentor? At some point in your life, there was someone who said something that helped open your eyes to other possibilities. Think about what your mentor said to you and how they said it. What did you respect about them? What characteristics and traits did they have? Were they a good sounding board? Did they provide you with encouragement? Did they provide you with honest feedback? How did they inspire you to achieve more? Now think about yourself and the type of mentor that you would like to be. What value can you add to a Mentees life?

The Mentee should have questions prepared and be ready for the conversation. So, this makes your job a little easier, as you will need to:

* Listen intently and answer the Mentees questions to the best of your abilities
* Be open to questions. Every question is a good question
* Stay focused on the Mentee
* Be honest. It is okay not to know everything, but the things that you do know will add great value to the Mentee
* Provide honest feedback to the Mentee. If the Mentee says something during the conversation that may be holding them back from success, let them know. Receiving these types of suggestions may change their life and the way that they are being perceived

The most important tip is to have fun and be you. Mentoring is just about having conversations with people, sharing your knowledge, experiences and stories. These powerful conversations will help you to reflect on your own skills, your career and help you to further develop your mentoring, leadership and communication skills.

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**Observe performance and provide feedback**

Provide your Mentee with opportunities to practise the skills needed to achieve their career goal. These may include doing a practice job interview, role playing a difficult conversation with a colleague, chairing a meeting, making a sales presentation, or connecting with others at a networking event. After the Mentee has practised a skill, provide them with constructive feedback. You may want to practise with them again down the road to see how their skills have evolved.

As the mentor, you may observe behaviours that need correcting, such as not smiling or engaging in small talk during a job interview. It’s important to provide your Mentee with feedback about what you observe, because these behaviours may be holding your Mentee back from achieving greater success.

As the Mentee, listen to the feedback provided by your mentor with an open mind. After the meeting, you can decide whether you want to integrate their feedback.

**Competencies mentoring activity**

In your MentorCity™ profile is a list of competencies that can be used to create effective mentor-Mentee matches. During a mentoring meeting, the Mentee can discuss the skills or abilities they would like to develop, and the mentor can share the areas in which they feel comfortable providing support. Together, you can develop a plan to address competencies development during upcoming sessions.

**Encyclopedia of Contacts mentoring activity**

Encyclopedia of Contacts is an activity that involves the mentor brainstorming contacts whom they feel may be able to help the Mentee achieve their objectives. The Mentee should update the mentor on what they have gained from interacting with the mentor’s contacts.

**Decision making mentoring activity**

Draw an information table with a list going down the left-hand side of all the strategies that can help you achieve your goal (e.g. taking a professional development course). Across the top, write down all the factors that affect you making this decision (e.g. cost, location, career benefits). Once it’s completed, discuss with your mentor how each option relates to the various factors. For each strategy, check off the factors that work in your favour.

**Assessment tools mentoring activity**

Complete an online personality, strengths, skills or values assessment. During a mentoring meeting, the mentor and Mentee can discuss the results. This will help both parties better understand each other’s working styles, and enhance their abilities to make the mentoring A picture containing logo

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**Mind mapping mentoring activity**

Mind mapping is a creative activity to help you think innovatively about how to come up with solutions to some of the challenges you are facing. You can use mind mapping to help solve any professional or personal issue. On a large piece of paper, write about, draw and attach pictures of your mentoring objective in the middle of the page. Around your objective, write down what you need to do to achieve it—start with broad categories, then branch out to specific details that can help you create a plan. Share the results of your mind map with your mentor for additional ideas and insights.