So You Want to Be a Mentor

.....or a Mentee
Eight Steps

1. What is mentoring all about?
2. Mentoring suggestions
3. Making a match
4. First meeting
5. Continue the partnership
6. Periodic check-ups
7. Personal growth
8. Conclude the mentoring partnership
Step One:
What is mentoring about?

A mentoring partnership is an agreement between two people to share experience and expertise to mutually benefit personal and professional growth.
Step One:
What is mentoring about? (cont’d)

☐ What does it take to be a mentor?
☐ How does the mentor benefit?
☐ What are the mentee’s responsibilities?
☐ How does the mentee benefit?
☐ What are the different types of mentoring?
What does it take to be a Mentor?

- Desire
- Time
- Reality check
- Personal/professional development plan
How does the Mentor benefit?

- Pass on successes
- Practice interpersonal & management skills
- Become engaged
- Expand horizons
- Personal gain from mentor/mentee dynamics
What are the Mentee’s responsibilities?

- Willingness to learn
- Able to accept feedback
- Willing to “stretch”
- Able to identify goals
How does the Mentee benefit?

- Gains a confidant
- Valuable direction
- Gaps filled-in
- Doors opened
- Different perspective
Different types of mentoring

- Natural
- Leader
Natural mentoring occurs all the time and always has. It happens when one person reaches out to another, and a mentoring relationship develops. Many people believe mentoring most often occurs between people who have a lot in common. However, diversity is often the basis of many successful mentoring relationships.
Leader Mentoring

- Supervisory mentoring is important
- All good leaders mentor
- Drawbacks
  - Leaders may not be “subject matter experts”
  - Time constraints on leaders schedules
Auxiliary Mentoring Program

- Formal and Informal
- Encourages the formation of mentoring partnerships
- Creates new leaders and staff
  - Enhances member proficiency
  - Increases member retention

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Step Two:
Mentoring Suggestions

- Commit to the partnership
- Discuss “trust”
- Periodic check-ups
Step Three: Making a match

Looking for a Mentor:

- Look for someone at or near your location
- Discuss with your unit leader and seek their recommendation
Step Three: Making a match (cont’d)

Looking for a Mentee:

☐ Look within your unit
☐ Are there members who could be more engaged?
☐ Are there members that could benefit from your skill and knowledge?
Step Four:
First meeting

In person, by e-mail, or phone:

☐ Choose a neutral setting (if meeting in person)
☐ Discuss Mentee’s expectations
☐ Discuss meeting frequency and logistics
☐ Discuss when it’s okay to phone
☐ Agree to confidentiality
☐ Get to know each other

Now you’re on your way!

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Step Five:
Continue the Partnership

Mentor will:

✓ Listen
✓ Counsel
✓ Coach
✓ Advise
✓ Assist Mentee to set goals and develop a personal growth plan

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Step Five: 
Continue the Partnership (cont’d)

Mentor will:

- Fill in the gaps
- Expand available options
- Explore training resources
- Build self-esteem
- Evaluate each meeting
Step Six:
Periodic check-ups

- Assess progress
- Review personal growth plan
- Ask questions
Step Seven:
Personal Growth

- Mutually benefits diverse individuals
- Expands the world of both partners
Step Eight:
Conclude the Mentoring Partnership

- Many partnerships continue indefinitely
- Assess the mentor experience
- Evaluate achievements
- Follow-up report
- Express gratitude

Congratulations! And thank you for participating in the Coast Guard Auxiliary Mentoring Program.

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For More Information

Coast Guard Auxiliary Mentoring Program
cgauX.org

– Click on Directorates and select either:
  • Human Resources
  • Training