



FLASH MENTORING PROGRAM: — TIPS FOR MENTORS —

Prior to the Flash Mentoring Session:

- Review the mentee's resume to learn about his or her background, experience, and interests.
- Review the mentee's short list of proposed topics for discussion at the flash mentoring session. (The mentee should provide this information to you prior to your meeting.)
- Consider information and referrals that might be helpful to the mentee based on the proposed topics for discussion.

During the Flash Mentoring Session:

- Encourage your mentee to communicate openly and candidly.
- Use active listening to hear the meaning behind the words, such as themes or recurrent words, tone and mood, and level of commitment.
- Ask thought-provoking and high-value questions that are open-ended.
- Draw on your own experience to share insight, wisdom, and knowledge.
- Share challenges you have faced and strategies you have used in similar situations – both successful and not.
- Assist the mentee in focusing on action strategies to handle job challenges and identify options for continuous improvement.
- Help the mentee to recognize risks involved in actions and make suggestions to help avoid major mistakes.
- Provide constructive feedback and advice that is specific, descriptive, and non-judgmental.
- Identify referrals to other people who might be able to assist the mentee with a challenge or opportunity.
- Close the meeting with a proposed plan of action for the mentee. (If you and the mentee find the session to be valuable and you would like to stay in touch or meet again, that is your prerogative as mentor to make such an offer. Mentees will be requested not to ask directly for a follow-up meeting or discussion with you, given the one-hour commitment of the program.)

After the Flash Mentoring Session:

- Provide feedback to SEA about the flash mentoring program.
- Follow through on any agreements or offers made between you and the mentee.
- Hold in confidence the information given and received between you and the mentee.
- Express your appreciation to the mentee for what you personally might have gained from the session.