

# THE ESSENTIALS OF MENTORING



“The lamp that lights my way is experience.”  
- Patrick Henry

# Purpose of Presentation

1. Discuss the benefits of a mentoring program for the mentee.
2. Define mentoring.
3. Describe what a mentor does and define key mentoring practices.
4. Review the expectations and the do's and don'ts of mentoring.
5. Venture through real world scenarios of mentoring.
6. Explore communication and active listening skills.

# Benefits of Mentoring Program to the Mentee

- \* Shortens learning curve
- \* Helps socialize to appropriate legal related norms and behaviors
- \* Develops ones professional network
- \* Helps to reach a higher level of preparedness
- \* Fosters the ability to engage in ethical conduct
- \* Develops professional practice, values, and community

# What is a Mentor?

- \* Teacher
- \* Sounding Board
- \* Supporter
- \* Wise Counselor
- \* Listener
- \* Coach



# Why be a Mentor?

- \* The reputation of the legal profession and public trust is influenced by each lawyer's performance.
- \* It validates what you know & have accomplished.
- \* To pay forward and give back.
- \* As lawyers we have a duty to the public to contribute to the administration of justice and mentoring is a way to fulfill this responsibility.

# What does a Mentor do?

- \* Supports and encourages
- \* Advises and offers guidance
- \* Creates informal network to help facilitate introductions
- \* Provides feedback
- \* Serves as a role model to display appropriate behavior, attitude, and social skills
- \* Stimulates knowledge for mentee

# Key Mentoring Practices

## **Mentors**

**Facilitate Learning**  
**Modeling**  
**Confidence Building**  
**Coaching**  
**Counseling**

## **Shared Practices**

**Communication**

**Commitment**

**Empathy**

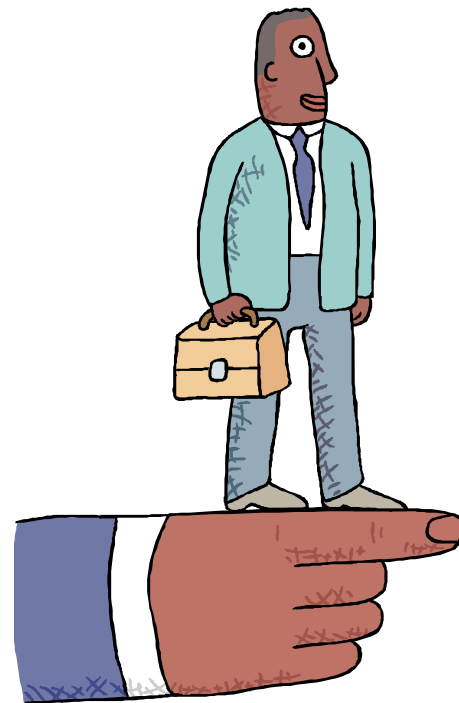
**Trustworthiness**

## **Mentee**

**Initiative**  
**Goal Setting**  
**Receptivity**  
**Self Worth**  
**Appreciation**

# What the Mentee Expects from the Mentor

- \* Accept the relationship on a temporary basis or until one or both decide its time to end it.
- \* Meetings as time permits and keeping the commitment.
- \* To be able to ask questions or advice.
- \* Keep confidence and evaluate the relationship at various points to discuss goals and accomplishments.





# The DO'S and DON'TS of Mentoring



# As the Mentor, DON'T

- \* Expect the mentee to lead
- \* Automatically give unsolicited advice or criticism
- \* Assume your advice will be followed
- \* Expect a clone of yourself
- \* Move too quickly to friendship, if at all
- \* Take your mentee for granted
- \* Assume she/he does not need reinforcement
- \* End the relationship on bad terms

# As the Mentor, DO

- \* Be open to the mentee's ideas and discuss topics
- \* Respect your mentee's time as much as your own
- \* Keep your relationship on a professional basis
- \* Always ask if you can make a suggestion or offer critique
- \* Recognize and work through conflict in a caring way

# Real Life Real World Mentoring



# Scenario 1

Mentee misses an appointment and does not call to explain.

- a. Mentor should end relationship.
- b. Mentor should call the mentee as soon as feasible and express concern.
- c. Mentor should make another appointment and express concerns when they finally do get together.

# Scenario 2

Mentee starts confiding serious personal problems to the mentor.

- a. Mentor should try to counsel the mentee about the problems.
- b. Mentor should reciprocate with his/her own problem sharing.
- c. Mentor should suggest that the mentee get some professional help.

# Scenario 3

In the first meeting, the mentee asks the mentor to introduce the mentee to one of the mentor's important colleague-friends for the purpose of aiding the mentee career.

- a. Mentor should say yes since this is part of mentoring.
- b. Mentor should refuse since this is asking too much.
- c. Mentor should say this is a good possibility for the future.

# Communication and Listening





# When conversing with Mentee...

1. Be yourself.
2. Share your experiences and stories.
3. Do not interrupt the mentee to make a point.
4. Keep eye contact to assure the mentee you are actively engaged in the conversation.
5. Do not be quick to offer a response, sometimes the mentee just wants you to listen.
6. Pick an environment that it will be easy to have a conversation and set aside the appropriate time so the conversation is not rushed.

# Active Listening

- \* Interpret what you heard.
- \* Evaluate the information and decide how you will use it.
- \* React based on what you heard and evaluated.



# Purpose Fulfilled

- \* We discussed the benefits of a mentoring program for the mentee.
- \* We defined mentor and explained the role and responsibilities by way of key mentoring practices.
- \* We reviewed expectations and the do's and don'ts of mentoring.
- \* We took a journey through real life mentoring scenarios.
- \* We talked about communication and active listening skills.

# MENTORING MATTERS and YOU can make the Difference!

