

Mastering Mentorship

Mentoring Manager Program
Guide for Mentors

Program Expectations

Mentor

1. Expected to attend at least monthly meetings with mentee
2. Set communication expectations
2. Review major areas of interest or goals of Mentee
3. Provide guidance and mentorship support in alignment with Mentee's goals (see Mentee's application)
2. Review MMP toolkit and resources on website
3. Attend MMP events (listed under "Schedule" on website)
4. Complete a mentor evaluation survey at the end of the program
5. Adhere to Northwestern University [Values and Behaviors](#) and [Standards for Business Conduct](#).

“Tell me and I forget,
teach me and I may remember,
involve me and I learn.”

Benjamin Franklin



Why Mentoring?

- Builds employee loyalty and helps with retention
 - Job satisfaction
 - Motivation to foster engagement
 - Connection to the organization
 - Development opportunities
- Signals investment in employee growth
- Facilitates succession planning
- Develops critical competencies
- Develops future leaders



What is Mentoring?

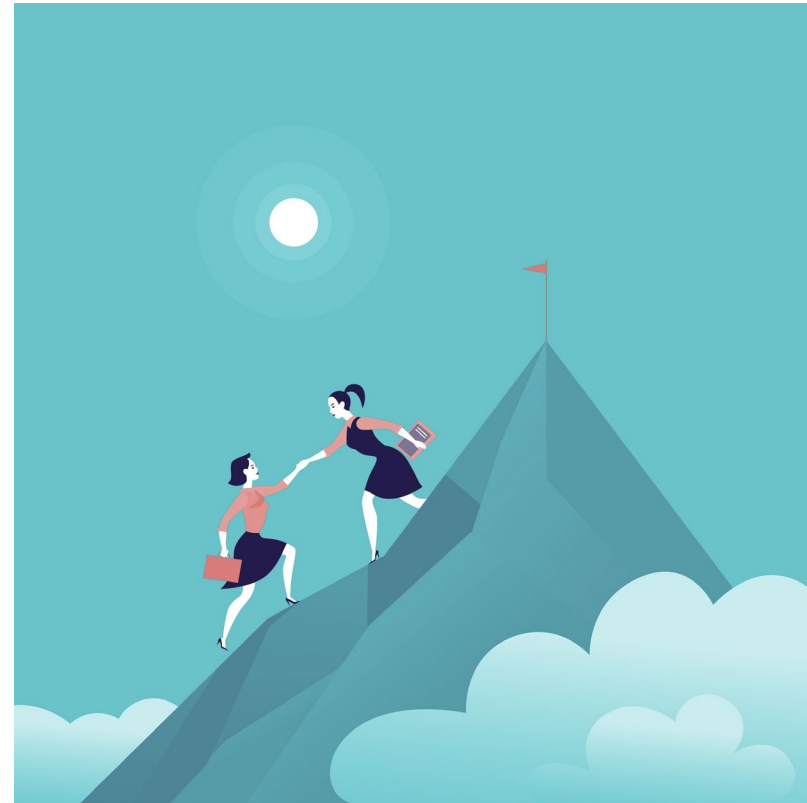
ONE DEFINITION

"Mentorship is a professional, working alliance in which individuals work together over time to support the personal and professional growth, development, and success of the relational partners through the provision of career and psychosocial support."

Adapted by, National Academies of Science Medicine, 2019 Effective mentoring in STEMM

Mentoring Best Practices

1. Learn about your mentee
2. Be flexible and open to new ideas
3. Review mentoring program expectations
4. Establish rapport and build trust
5. Be receptive to and provide honest feedback
6. Embrace strategic thinking
7. Adopt a long-term career perspective
8. Be creative and brave
9. Listen conscientiously



Benefits of Mentoring

Learn about and appreciate challenges of front-line managers

Ask for what you need

Enhance employee career development

Broaden organizational perspective

Build cross-functional partnerships

You can access the link to these resources by clicking on the circles.

Resources

“Helping
Gen Z Find
Their Place
at Work”

“ The Best
Mentors:
What do
they do
differently”

“Mentorin
g Someone
with
Imposter
Syndrome”

“ What
New
Leaders
Shouldn't
Do”



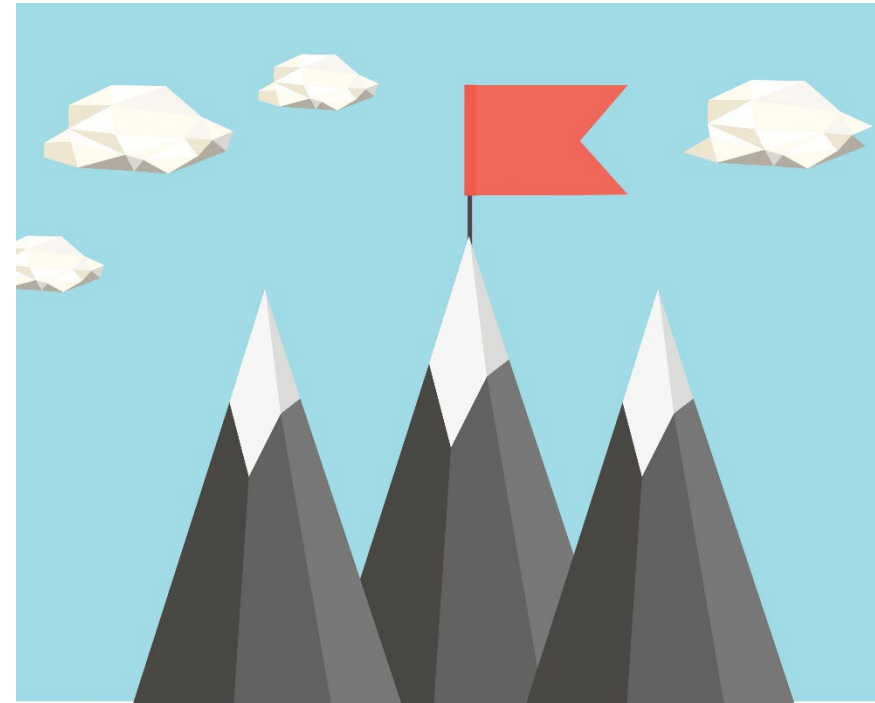
Pitfalls of Mentoring

- Stereotyping
 - Don't judge a book by its cover. Be open minded
- Loss of trust
 - Once trust is lost, it's hard to regain
- Conflicting expectations
 - Remember, you are here to help your mentee
 - Focus on their goals, and not yours
- Mentoring shifts to managing
 - Provide guidance and recommendation, not orders
- Losing focus on mentee goals
 - Remember, they are looking up to you for guidance and expertise; don't lose focus on the main objective



Final Thoughts

- Decide on a time and place for your first mentoring meeting
 - Coffee break or lunch meeting
- Consider an agenda for the first interaction
 - Helps keep track of goals and conversation
- Listen twice as much as you talk
 - Gives an opportunity to build trust and start working on desired results
- Be flexible and open-minded
 - Consider meeting when a meeting is not scheduled
 - Provide your expert knowledge when requested



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