

PTCMW Mentor Program Guidelines and Tips for Mentors

First Meeting Issues To Discuss

Guidelines for Confidentiality. It is strongly recommended that both the mentor and mentees discuss and agree to keep issues, topics, comments, etc., in the mentoring relationship confidential, unless all parties agree to make the information public. Confidentiality agreements should cover both work-related and non-work-related issues discussed. *There is no need to have a formal agreement; a verbal discussion and consent among participants is acceptable.*

Guidelines for Boundaries. Mentors and mentees should determine what issues and topics should and should not be discussed during the course of the relationship. Limitations could include non-work concerns, but might also include I/O Psychology content areas outside of the mentors' expertise or experience. Mentors and mentees may also discuss if and how to contact one another outside of formally scheduled meetings.

Goals and Expectations. Mentors and mentees should discuss and agree to a shared set of goals and desired outcomes for the relationship. It might also be a good idea to discuss and agree upon a process as to how often and in what manner the mentor and mentees will review progress toward these goals and outcomes.

Logistical Issues. The mentor and mentees should discuss and agree to a schedule for meetings. At a minimum, mentor-mentee meetings should occur once per month. However, mentor and mentees are free to meet more often if desired. It is left up to the mentee to schedule and coordinate the monthly meetings. Mentors and mentees can then determine the best process for creating agendas, selecting topics/issues to be discussed, etc. Some tips and/or alternatives for handling logistical issues include:

- Hold a regularly scheduled meeting each month at the same time and date (e.g., third Friday at noon), so that individuals can place this on their calendars and they can save time from having to determine a different meeting date and time each month.
- Have mentees send any questions, issues, topics, or ideas for possible inclusion in the upcoming mentoring meeting a couple of days before the meeting.

Tips for Being an Effective Mentor

- Before you being meeting with your mentee, make a list of your personal experiences you feel would be most helpful to share.
- During your first meeting, describe your relevant work and academic experience to provide mentees with an understanding of your areas of expertise.
- Offer developmental actions and suggestions based on mentees' needs and concerns. These may include hands-on practice activities, reading resources, suggestions for further investigation into issues, etc.
- Investigate and incorporate mentees' needs, issues, interests, and goals into the mentoring relationship and meetings.
- Provide fresh perspective and insight into issues based on your knowledge and experience within similar situations.
- Although it may be helpful for mentors to sometimes come to meetings with pre-planned topics or issues, on some occasions seek mentees' input into what they would like to discuss.
- Include mentees' insights, experiences, and input into discussion of the issues. At times, mentors may feel the need to provide the "answers" to the mentees' questions, but mentees often have experiences or ideas that could shed light on a particular subject. Leverage these whenever possible.
- Review the available resource packets. If leveraging available resources, make sure to review topic and discussion questions of interest ahead of scheduled meeting.