

## **Do's and Don'ts for the ASCPT Mentoring Partnership**

### **For the Mentee:**

The Mentoring program is a key element in the Society's strategic plan. Your mentor is an ASCPT leader who can share his/her experience in the association and in the profession thus providing the research administration context for your leadership development. Take advantage of it!

Take the initiative to connect once a month (or more) with your mentor throughout the year. Discuss the best way to do this with him/her at the onset so that such contact will work well for both of you. Use those opportunities and others to seek advice and resources, as well as to "think through" new skills and experiences. Your mentor has most likely been there!

Prepare an agenda for your meetings so that your time can be focused; send your mentor an e-mail ahead of time with what you wish to discuss.

Understand that your mentor is there to guide you, not to do your work.

Learn to accept criticism and suggestions for improvement as gifts that will help you grow.

If you disagree with the advice, say so and why. Such a discussion can be valuable for both of you.

If your mentor isn't providing you with what you need, let him/her know so that the two of you can determine how to proceed.

### **For the Mentor:**

Let your advice flow directly from your mentee's stated concerns.

Coach your mentee through problem-solving, asking open-ended questions to help your mentee think through the situation.

Share your own thought processes, as well as your foibles. (After all, being vulnerable is the beginning of building trust and credibility!)

Don't try to force your mentee to follow your footsteps, but rather encourage him/her to create his/her own path.

Solicit feedback on what you might do – or not – to assist your mentee partner.

Refer your mentee to related articles, web sites, ASCPT, and other resources.

Refer your mentee to others when you don't have the answer. The ASCPT community is a great support network!

Be prepared for the relationship to end as the mentee moves on at the end of the year, or, if you both choose, to continue beyond the ASCPT Mentoring Program in a structure you create together.