

What is mentoring?

Mentoring is a learning partnership between employees for purposes of sharing institutional knowledge and developing skills and talents.

A mentor is someone who teaches, helps and advises.

A mentee is someone who is advised, helped or trained by a mentor.

What are the attributes of a good mentor?

- Takes an interest in the professional and personal development of others
- Sets an example
- Recognizes others' strengths
- Listens to and encourages others
- Provides constructive feedback
- Shares their network
- Encourages others by motivating and educating them on promotional opportunities

What are the benefits to the mentor?

- Gain personal satisfaction
- Polish coaching, counseling and leadership skills
- Learn through exposure to new ideas and perspectives
- Expand relationships
- Enjoy a rewarding experience

What are the benefits to the mentee?

- Experience personal and professional growth
- Gain knowledge and understanding of the institution
- Acquire new skills
- Expand relationships
- Preparation for being a mentor

COAP Mentor Registration Form

Contact Information

Name _____

Department _____

Location _____

Position _____

Phone _____

Email _____

Current Supervisor _____

By completing this document you are agreeing to commit to the mentor program as described in the attached documents. Please have your supervisor sign in the space below indicating their approval of your participation as a mentor.

Interests: Reading Books, Gardening, etc.

Skill Set Strengths: i.e. Outlook, Excel, Customer Service, Budget, Payroll, etc

Your signature and date

Supervisory approval and date

Please email the form to: coap@wiu.edu

COAP Mentor Program Suggestions for Meetings

Month One

- Set a date for your first meeting and get acquainted over lunch
- Share your story and listen to your mentee's story
- Prepare to ask about the goals your mentee would like to accomplish and really listen
- Establish expectations of the relationship
- Discuss the frequency of your meetings and put those dates on your calendars
- Be positive and encouraging

Month Two

- Make time to send a note to your mentee between your first and second meetings
- Let your mentee pick your brain, share your institutional knowledge
- Dive deeper into your mentee's goals discussing ways to accomplish them
- Set the example by remaining positive about your institution and work environment

Month Three

- Set aside time for Q&A; your mentee may still have questions about their new work environment
- Focus on one of your mentee's goals
- Give your mentee additional resources or homework to assist them in completing a goal

Month Four

- Touch base on the progress of your mentee's goals, focus on a new goal
- Give your mentee additional resources or homework to assist them in completing a goal
- Hone in on your mentee's strengths in order to develop them

Month Five

- Make time to send a note to your mentee between your fifth and sixth meetings
- Touch base on the progress of your mentee's goals
- Provide constructive feedback
- Encourage professional development opportunities

Month Six

- Celebrate the successes your mentee has had over lunch
- Share some of your networking connections
- Encourage continued growth and development
- Establish how to stay connected