



## **Mentor Roles and Responsibilities**

A mentor is a partner and a guide in the learning process with the protégé. The mentor possesses skills and experiences that help develop the skills and expertise of the protégé.

### **Mentors should:**

- Five plus years of experience in progressive leadership or previous Mentoring Program graduate
- Value the development of others
- Be willing to commit the time and energy needed to establish and maintain a productive mentoring relationship
- Be willing to share the knowledge and experience they have gained during their career
- Actively observe, coach, and guide the Protégé
- Exhibit skills in active listening, coaching, and the ability to establish rapport with others

### **Mentor roles and behaviors include:**

- *Empower the Protégé.* The mentoring relationship should be driven by the needs of the Protégé and should emphasize increasing the Protégé's understanding and ability to handle problems on his or her own.
- *Active listening.* Mentors act as sounding boards, helping Protégés explore where a course of action might lead and to define the gap between what is and what is needed, while ensuring that Protégés retain ownership of the problem and the decision about how to solve it.
- *Shift context.* Mentors help Protégés see themselves in a broader, more self-actualizing light.
- *Observation.* Mentors provide clear, non-judgmental descriptions of what they observe the Protégé doing or intending to do. They describe the consequences they anticipate or observe and express how they feel, while refraining from telling the Protégé what to do.
- *Provide feedback.* Mentors listen for both facts and feelings and provide feedback on the whole message.
- Help the Protégé explore options.