



To become a mentor, please complete the profile below and e-mail it to programming@morrisnjawbo.org:

Mentor Profile

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| Business Information | |
| Business Name | |
| Type of Business | |
| Location | |
| Years in This Business | |
| Previous Types of Jobs / Positions (Title & Company) | |
| Areas of Expertise / Skills | |
| Areas in which you would be willing to mentor | |
| Personal Information | |
| Family | |
| Hobbies / Interests | |
| City of Residence | |
| Miscellaneous | |
| Previous experience as a mentor | |
| Your keys to success | |

Tips for successful Mentoring relationships

- Establish the first meeting as soon as possible
- Spend the first meeting discussing mutual goals for the relationship and the respective roles & responsibilities
- Agree on the “Mentor-Protégé Contract” and sign two copies so each of you have one to remind you of the commitments you have made to one another
- Establish a regular schedule of meetings
- Discuss use of voicemail and email communications (frequency, purpose and expectation for a response or action) as a supplement to face-to-face meetings or substitute in some cases if calendar does not allow for frequent face-to-face interaction.
- Set an agenda for each meeting so that the meetings are productive and actionable
- Remember that physical proximity is not the most important factor for establishing a successful relationship. Open communication and trust are essential.

Mentor Tips

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| <p>Build from your own experience:</p> <ul style="list-style-type: none"> • Think about what you wish you had known • Think about who mentored you and what you learned | <p>Share what you know:</p> <ul style="list-style-type: none"> • Share your mistakes • Share your learnings | <p>Open doors and facilitate connections</p> <ul style="list-style-type: none"> • Provide contacts for the protégé • Provide resources for the protégé • Include in events / activities that might be related to the mentoring relationship |
| <p>Provide perspective</p> <ul style="list-style-type: none"> • Help your protégé to recognize his/her challenges and to ride them out • Be honest: serve as a reality check when your protégé faces conflicts | <p>Enjoy the benefits of being a mentor</p> <ul style="list-style-type: none"> • Take advantage of a two-way source of advice and perspective • Gain a sense of fulfillment from passing your wisdom to others | <p>Know the limits of mentoring</p> <ul style="list-style-type: none"> • Respect confidentiality • Don't feel you have to know all the answers |