

## Mentor/Mentee Conversation

- It must be completely confidential.
- Active listening: ask open-ended questions rather than questions that can be answered with a “yes” or “no,” paraphrasing, don’t interrupt.
- Understand that a Mentee’s/Mentor’s view of the world may be different from your own.
- Avoid lecturing and/or passing judgement.
- Sensitivity: be sensitive to cultural and gender differences.
- Time: good mentoring takes time in active discourse and preparation.
- Don’t avoid positive confrontation, setting challenges together.
- Mentors guide Mentees through problem-solving process rather than state a solution to a problem for them.
- Summarize the conversation, agree on the outcome, take notes on insights and next steps.

**“Successful mentoring means sharing the responsibility.”**