

WIA Mentoring Program

Mentor Tip Sheet

Welcome to the Women in Aerospace Mentoring Program. Thank you for being a mentor to another WIA member. Here are some tips for being a successful mentor.

- Understand your own reasons for being a mentor
 - Do you have a goal in mind?
 - What are some of the benefits for you?
 - Who were your mentors?

- Understand what you have to offer a protégé
 - What are your skills?
 - What experiences can you share?
 - What personal and professional challenges have you overcome?
 - What are the “unwritten rules” in your field?
 - Who is in your personal and professional network?
 - To what professional events can you accompany your mentor in an effort to expand her horizons?

- Understand the level of commitment
 - How much time can you spend with your protégé?
 - How much preparation is involved?

- Understand what your protégé is looking for
 - What are her goals?
 - Where could she benefit from your experience and counsel?
 - Is she looking for support, encouragement, advice, ideas, perspective, etc?
 - Keep her personal experiences confidential

- Let your protégé take the lead, but she may need some guidance
 - Encourage feedback on her growth
 - Suggest discussion topics and learning activities (resume review, book recommendations)
 - Challenge her to try new things

- Set some ground rules
 - What is the best way to reach each other?
 - How often will you be in touch?
 - How often will you meet?

- If your protégé is seeking help with a job search or résumé writing, to what extent are you willing to assisting her?
- Go for it!

Compiled from various sources, including:

Linda Phillips-Jones, "Revisiting Some Basics: for Mentors,"

http://www.mentoringgroup.com/html/articles/mentor_30.htm.

"10 Tips for Mentors,"

http://academicaffairs.ucsd.edu/staffhr/mentoring/mentor_tips.htm.

"Mentor Tips and Resources,"

<http://emory.hr.emory.edu/eu/employeestoolkit/professionaldevelopment/mentorememory/mentorresources.html>.

"Tips for Mentors and Mentees,"

<http://www.undergrad.engineering.utoronto.ca/students/careers/WEMS/Tips.htm>.