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Catalyst Quick Tips

How to Be a Good Mentor

Catalyst Quick Tips enable managers to access and share career advice and information to support a diverse workplace.

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It takes practice to be a good mentor. The following advice will help you along the way.

Build from your own experience.

- Think about what you wish you had known.
- Think about who mentored you and what you learned.

Share what you know.

- Translate the unwritten rules; explain how information is transmitted.
- Share your failures.

Open doors and set up contacts.

- Provide internal and external professional contacts for the mentee.
- Arrange for the mentee to participate in high-visibility activities.

Provide perspective.

- Help your mentee to recognize his/her challenges—and to ride them out.
- Be candid: Serve as a reality check when your mentee faces conflicts.

Enjoy the benefits of being a mentor.

- Take advantage of a two-way source of advice and perspective.
- Gain a sense of fulfillment from passing your wisdom to others.

Know the limits to mentoring.

- Respect confidentiality.
- Don't feel you have to know all the answers.

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