

# Mentoring Matters

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## Coming October 2014

The masters of mentoring have done it again! A hands-on and usable guide to making the first 90 days of your mentoring relationship a success.



Preorder and receive a 25% discount and free shipping,\*  
use discount code HAE25 only at  
[www.josseybass.com/highereducation](http://www.josseybass.com/highereducation)



SPEND TIME GETTING TO KNOW YOUR MENTORING PARTNER

mentoring relationship.

1. Don't assume you and your mentoring partner know each other just because you have worked together. Before you jump into the work of mentoring, get to know the person behind the job. It will allow you to develop the trust you need to grow a productive and mutually satisfying



ALWAYS HAVE A MEETING DATE ON THE CALENDAR

2. It is easier to reschedule a mentoring meeting when a date is already on your calendar. Make it a habit to schedule dates far in advance and if you need to reschedule, do it immediately.

3. Advance preparation will help you and your mentoring partner make better use of your mentoring time. By preparing questions in advance, reviewing your notes and setting an agenda your mentoring

# Starting Strong

[ A MENTORING FABLE ]

STRATEGIES FOR SUCCESS IN THE FIRST 90 DAYS



LOIS J. ZACHARY  
& LORY A. FISCHLER

JOSSEY-BASS  
A Wiley Brand

Lois J. Zachary and Lory A. Fischler weave a compelling tale that exemplifies the concepts, highlights the dynamics, and outlines the issues involved in mentoring relationships during the first ninety days. The authors use the form of a fable to tell the story of a budding mentoring relationship filled with possibilities, problems, and triumphs. Starting Strong offers a hands-on and readable guide to create effective mentoring relationships that will ensure the success of that transition.

## Coming in September! Mentoring: Strategies for Success One Day Program



Mentoring: Strategies for Success is an interactive experiential workshop for new mentors, experienced mentors who want to improve their mentoring skills and anyone responsible for the growth and development of others in their organization. Its content draws on over 20 tools provided in the best-selling mentoring book on the market today, The Mentor's Guide by Dr. Lois Zachary.

**Space is limited!**

[Click here to register for our one day mentoring program!](#)

conversations will be richer, deeper and more productive.



**PREPARE FOR EACH MENTORING MEETING**



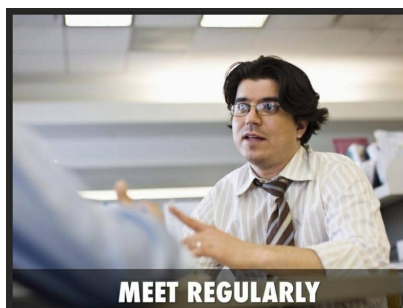
**STAY FOCUSED ON YOUR LEARNING GOALS**

4. It is easy to get distracted by daily work pressures and problems. Don't let your mentee's day to day issues dominate your mentoring conversations. Stay focused on the real purpose of mentoring -- your mentee's personal, professional and career development.



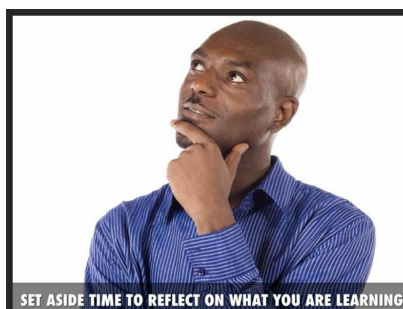
**BE OPEN TO LEARNING AND NEW PERSPECTIVES**

5. When mentoring succeeds, learning is reciprocal. While mentees come to mentoring to learn from you, you will probably find that you learn even more from them. Challenge yourself to stay open to new ideas that might be unfamiliar or different from your own.



**MEET REGULARLY**

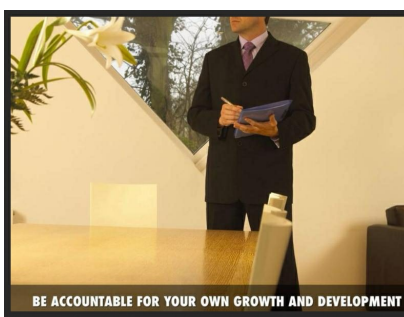
6. Mentoring partners who meet regularly create momentum and energy for achieving mentoring goals. Scheduling more frequent meetings at the start of your mentoring relationship will ensure you start off on the right foot.



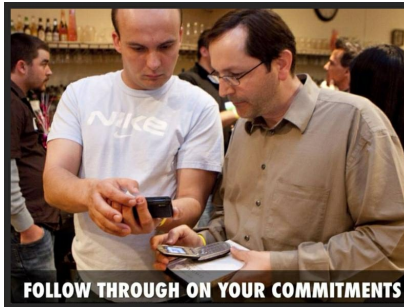
**SET ASIDE TIME TO REFLECT ON WHAT YOU ARE LEARNING**

7. Mentoring is a reflective practice. Allocate personal time for reflection and share your reflections with your mentoring partner. You may want to try journaling; it is a proven strategy for triggering new insights and learning.

8. Goals are the pathway to growth and development for both mentors and mentees. While you are helping your mentee achieve their stretch goals, don't forget to work on your own.



**BE ACCOUNTABLE FOR YOUR OWN GROWTH AND DEVELOPMENT**



**FOLLOW THROUGH ON YOUR COMMITMENTS**

9. Progress is achieved through action. If you say you are going to do something, commit to it. Follow through. If you can't, be honest about it upfront.



**MAKE FEEDBACK TWO WAY**

10. One of the most important benefits of a mentoring partnership is the candid feedback that occurs when both parties are open and honest with each other.. Start your relationship with the expectation that two-way feedback will be part of the process.



**EXPECT TO MAKE MID-COURSE CORRECTIONS**

11. Mentoring relationships evolve over time. Situations change. New priorities emerge. Don't get locked into processes and patterns that are working against you.



**CHECK IN AND CHECK THINGS OUT**

12. Regular check-ins keep you on course. If you do sense something is amiss, don't ignore it or wait. Address it immediately.



5 Steps to Distance Mentoring

While in-person mentoring is great, sometimes we have to be flexible.

Here are five simple tips to help keep your distance mentoring going strong:

[5 Steps to Distance Mentoring.](#)

You won't want to miss our  
[3-day Mentoring: Strategies for Success  
Trainer Certification Program!](#)



This program is designed for experienced trainers, those charged with delivering and supporting mentoring training, mentoring coaches and program coordinators who want to deepen their understanding of mentoring or improve mentoring facilitation skills.

*Looking to send more than one person from your company?  
We offer a discount for multiple registrants, [contact us](#) for details!*

#### **A Note to Our Readers:**

*We believe that leaders cannot be effective without a strong and ongoing commitment to mentoring excellence. This belief, our passion for mentoring excellence, and our extensive experience in the field with organizations led us to create the Center for Mentoring Excellence.*

*At our virtual center, [www.centerformentoringexcellence.com](http://www.centerformentoringexcellence.com), you will find mentoring tools and resources, expert advice and a forum for sharing best mentoring practices. We hope that you will visit us there and let us know how we can continue to help you raise the bar on mentoring in your organization.*