TIPS FOR SUCCESSFUL MENTORING

1. Be encouraging. Help the mentee learn to think and act independently. Offer advice without telling them what to do.
2. Be available. Plan for 15-30 minutes a week to touch base.
3. Be patient. People learn differently, some may need more assistance than others.
4. Be sensitive. Tact and diplomacy are vital. Motive and encourage. Do not betray confidences.
5. Be respectful. Acknowledge and respect your mentee’s differences.
6. Be flexible. You must be able to adapt and adjust. Accept that your mentee may make decisions you don’t agree with.
7. Be supportive of your Club: Be proud of your club and its members. Share success stories.
8. Be knowledgeable. Before you can help your mentee, you must be familiar with the Toastmaster processes.
9. Be a good listener. Often when someone is facing difficulty, just having someone listen helps them with the problem.

10. Be confident: Be self-assured, friendly and approachable. Share

 anectodal stories.

 11.Be concerned. You must care about your mentee and truly want

 to help.

 12. Be willing to learn. This should be a learning and growth

 experience for both of you.