**The etiquette of mentoring Do’s and Don’ts**

There is an unspoken code of behaviour that exists in a mentoring relationship. Unfortunately since it’s unspoken, both participants in the mentoring relationship, unknowingly and unintentionally, may end up doing the ‘wrong thing’. All individuals come to a new relationship with different styles of communication, different points of view and different expectations. Working in a new relationship with someone very different from you is a skill. As with any skill, the more you practice, the easier it gets. At the very minimum, relationship skills required for mentoring including showing kindness, practicing patience and flexibility, and conveying a sense of appreciation for the individuals accomplishments. Following are some additional suggestions for mentors

|  |  |
| --- | --- |
| **Do** | **Don't** |
| Respect your mentees time as much as your own | Assume that your schedule always has priority |
| Be explicit about the ‘norms’ for your meetings and your own needs and limits (e.g. Time, style of interfacing, etc). | Make your mentee guess or learn by trial and error, about the ground rules for your meetings |
| Always ask if you can make a suggestion or offer feedback | Automatically give advice or criticism |
| Tell your mentee that you don't expect them to just follow your suggestions | Assume your advice will be followed |
| Except your mentee to move towards his/her goals – not yours | Expect a clone of yourself |
| Express appreciation to any help your mentee gives you | Take your mentee for granted or assume he/she doesn't need positive reinforcement |
| Keep the relationship on a professional basis | Move too quickly into a personal friendship, if at all |
| Recognize and work through conflicts in a respectful way; invite discussions of differences | Avoid discussions of inappropriate subjects and focusing your solutions on conflicts |
| Keep the door open for your mentee to contact you in future – if that is your wish | End the relationship on a sour note |
| Be Coachable | Be the Hero |
| Put the Relationship First | Job Shadow |
| Encourage Mentees | Act for Mentees |
| Create Structure |  |