

Mentoring Strategic Plan Update  
Mentor/Mentee Guidelines **DRAFT**  
June 2016

Mentors are defined as trusted counselors and guides. Further, mentors have experience and expertise that can develop background and skills for the mentee to succeed in his/her position with the Partners of WHA.

Mentors have two primary functions:

1. Formally, the mentor serves as a coach who provides advice to enhance the mentee's performance and execution of his/her leadership duties and responsibilities.
2. Informally, the mentor serves as a role model and support system for the mentee. Research indicates the development of a sense of trust and safety between the mentor and mentee is key in retention of new individuals to positions within the organization. To ensure the development of trust, the communications between the mentor and mentee should be kept confidential.

**Mentor Responsibilities:** The mentor should take the initiative to make the initial contact with the mentee and to elicit the mentee's goals, needs and expectations. The mentor listens carefully to the mentee's goals, strengths and needs. Support for the mentee can include guidance and feedback, sharing of experiences, and possibly connecting the mentee with other individuals or groups who could help.

**Mentee Responsibilities:** The mentee should communicate his/her goals and situation clearly to the mentor and listen critically and objectively to the feedback and guidance provided. It is up to the mentee to keep in contact, actively addressing problems or concerns and asking for help when needed.

**Suggested Frequency of Contacts:** Typically mentors/mentees would be in contact five to six times during the mentoring year on a schedule reflecting the mentee's questions/needs. The number of contacts and the length of the mentoring relationship should be based on the mutual agreement of the mentor and mentee.