

Roles & Responsibilities

Mentor:

- Provide guidance based on your business experiences.
- Create a positive climate conducive for open communication.
- Help student identify problems and solutions.
- Lead student through problem-solving processes.
- Offer constructive criticism in a supportive way.
- Share stories, including mistakes.
- Refer your student to other business associates as appropriate.
- Solicit feedback from your student from time to time.
- Where applicable share your faith and how it is integrated into business.

Tips for Mentors

- Don't give up if your student resists your help at first. He/she may not initially recognize the value of what you have to offer.
- Do look after your student needs, but consider your own time commitments as well.
- Don't try to force your student to follow in your footsteps. If the footsteps fit, he/she will follow them voluntarily. Value the student's unique path and where he/she is along that path.
- Do be prepared for the relationship to end. The successful mentor-student cycle requires that the student moves on and the relationship either ends or takes a different form.
- Don't have a preconceived plan for the final outcome of your relationship.

Student:

- Shape the overall agenda for the relationship. Know what you want!
- Establish realistic and attainable expectations for the mentor relationship.
- Be open in communicating with your mentor.
- Establish priority issues for action or support.
- Don't expect your mentor to be an expert in every facet of business.
- Solicit feedback from your mentor.
- Come prepared for each meeting.

NOTE: Students must take the initiative to call the mentor to book meetings. It is not the mentor's job to initiate meetings...the mentor has volunteered to provide you with time and wisdom and it is your responsibility to initiate meetings.

Mentor and student together:

- Develop an action plan to achieve agreed-upon goals in the mentor relationship.
- Determine the level of structure in the relationship.
- Communicate on a regular basis.
- Set an agenda for each meeting.
- Schedule formal meetings and cancel only when absolutely necessary.
- Establish guidelines for telephone calls and other communications, i.e., if calls at home are acceptable?