

# **Role and Responsibility of Mentor**

## **Psychosocial**

### **Be an Active Listener:**

- Focus on what the mentee is saying to summarize what was said, in a way that they would agree with
- Provide uninterrupted time to meet with your mentee
- Allow mentee the time to explain the situation completely before offering advice
- Be alert to nonverbal clues

### **Be a Cheerleader:**

- Provide enthusiastic support for your mentee's efforts
- Reinforce belief in positive potential for your mentee to grow beyond the current situation
- Celebrate the successes of your mentee

### **Be a Compassionate Supporter:**

- Recognize your mentee as an individual with a private life and value them as a person
- Listen to your mentee's career concerns and respond appropriately
- Act as an empathetic sounding board for ideas and concerns expressed by your mentee
- Establish an environment for open interaction and reflection
- Offer non-judgmental and sensitive responses to assist in clarification of emotional states
- Be sensitive to issues of discrimination of any type
- Pay attention to your mentee's need for direction, refocus, change and respite

### **Be a Good Role Model:**

- Demonstrate successful professional behavior (lead by example)
- Teach the value of integrity
- Be secure in your own professional status and do not be threatened by your mentee's successes
- Do not betray confidences
- Show respect for all views, even for those with which you disagree
- Provide example of how to treat others
- Do not be afraid to admit your own ignorance
- Follow through on commitments
- Do not use your mentee to further your own goals (i.e. using your mentee as an uncredited research assistant)

## **Be a Work/Life Integration Coach:**

- Help your mentee plan strategies to achieve mutually agreed upon goals
- Help your mentee evaluate appropriateness of career options in relation to personal values
- Connect your mentee with other FCN / Health Ministers as needed
- Identify resources to help your mentee

## **Career Related**

### **Be an Advisor:**

- Communicate the informal and formal realities of progression in developing a Health Ministry
- Define reasonable expectations about the different career paths
- Recommend appropriate strategies for career direction
- Review your mentee's development plan on a regular basis
- Help your mentee to identify obstacles to career progression and to take appropriate action
- Help your mentee prepare for annual performance reviews and promotion and to request formal feedback from supervisor if that is not a normal part of the work environment
- Work with your mentee to identify and understand career-related skills, interests and values
- Help your mentee plan strategies to achieve mutually agreed upon professional goals
- Help your mentee identify source of performance issue problems and map out next steps to overcome issues
- Maintain a steady presence in your mentee's career with meetings, phone calls, emails, etc.

### **Be an Advocate:**

- Intervene on your mentee's behalf if necessary.

### **Be a Broker/Sponsor:**

- Expand your mentee's network of professional contacts, within and outside the faith community.
- Help to bring together different mentees who might benefit each other (peer mentoring)
- Help link your mentee with appropriate educational or employment opportunities
- Help your mentee identify resources required for career progression.
- Encourage your mentee to become an active member in FCNAOK. Participating in committees, panels, advisory boards, reviews, workshops and conferences.

## **Be a Coach/Teacher:**

- Help clarify performance goals (long- and short-term) and developmental needs
- Encourage independent behavior but invest sufficient time in working with your mentee
- Teach managerial and technical skills
- Reinforce effective job performance
- Recommend specific behaviors in which your mentee needs improvement
- Clarify and communicate institutional goals, objectives policies and procedures
- Offer learning challenges and opportunities; encourage change when and where needed

## **Be a Constructive Feedback Provider:**

- Use careful probing to assess readiness of your mentee to accept and benefit from different points of view
- Provide descriptive feedback based on observations rather than inferences
- Focus on the most likely strategies and behaviors for meaningful change
- Avoid owning and solving your mentee's problems
- Accept reciprocal feedback from your mentee
- Confront and clarify assumptions, perceptions and issues
- Do not condemn mistakes, take credit for successes, threaten or lose critical oversight

## **Be a Networking Agent:**

- Illustrate the importance and "know-how" of networking
- Identify resources and/or help your mentee to identify resources for specific problems
- Follow up to ensure that the referred resources were helpful
- Provide letters of recommendation

# Responsibility of Mentee

## Be a Communicator

- Provide feedback, even if not requested, and seek feedback from mentors
- Participate in the development of a constructive relationship with your mentor(s)
- Develop and articulate a clear idea of direction as a FCN or Health Minister
- Be an active listener
- Communicate ideas, goals, and concerns clearly and willingly
- Willingly voice opinion and take initiative to resolve misunderstandings

## Be Proactive

- Understand it is your responsibility to take initiative in the relationship
- Assume responsibility for your ministry and for identifying your ministry goals and objectives
- Take appropriate action to advance your objectives
- Be insistent / consistent meeting with mentor on a mutually agreeable regular basis

## Be Respectful

- Arrive promptly for all appointments
- Show interest in mentor's personal and professional life in an effort to get to know them
- Do not betray confidences
- Follow through on commitments

## Be Realistic

- Formulate expectations according to mentors ability to provide
- Recognize that one person cannot necessarily be a mentor in all areas

## Be a Student

- Be open to new possibilities and experiences provided by my mentor
- Do not be overly sensitive to constructive criticism; it is being offered for growth