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# NUTS AND BOLTS OF MENTORSHIP



## NUTS AND BOLTS OF MENTORSHIP PRESENTATION OUTLINE

1. What is mentorship?
2. Who is a mentor and mentee
3. Benefits of mentorship
4. Duties of a mentee and mentor
5. Rules of mentorship
6. How to relate with your mentor
7. Finding your mentor and building the relationship

# 1. MENTORSHIP

- Mentorship is a relationship in which a more experienced or more knowledgeable person trains or brings up a less experienced person in a given area of life or endeavour.
- A mentor is an individual with expertise who can help develop the career of a mentee.
- A mentor guides, trains, advises, and promotes the career development of a mentee.



# MENTORING SCENARIOS

The following scenario may occur in the mentoring process:

1. The mentor may be older or younger
2. He or she must have experience in a certain area or field of expertise
3. It is a learning and development partnership between someone with vast experience and someone who wants to learn.
4. Mentorship is a process that always involves communication and relationship-based mutual trust
5. The person who receives mentoring is a mentee, protégé, apprentice.



## 2. BENEFITS OF MENTORSHIP

Mentoring offers opportunities for personal development and a range of other benefits for both mentors and mentees.

- **Mentoring can help you develop your business** through improved planning, performance and productivity.
- **It can broaden your business networks**, which can help you identify new opportunities, ideas and innovative solutions for your business.
- **Reduced learning curve.** As a mentee, you can benefit from having a mentor if you are trying to **get a new business off the ground** or improve your business
- **Your mentor can offer advice, support and guidance**, which can help you improve your **problem-solving skills** and **develop leadership skills**



## 3. A MENTOR

- A mentors is more like a **coach** who guides and provides psychological support to players who may actually be more skilled than the coach themselves.
- A mentor's function can be in Career or Psychosocial mentoring
- Sometimes, mentors are **highly respected practitioners**, like masters of a craft to aspiring apprentices.
- A business mentor is someone with **more entrepreneurial business experience than you**, who serves as a **trusted confidante** over an extended period of time, usually free of charge.



## **THE ROLE OF THE MENTOR**

**A mentor can play any of the following roles in the life of a mentee:**

- Support and advice
- Information and clarification
- Constructive feedback
- Skills coaching
- Exposure and visibility
- Networking
- Challenging work Assignment



## 4. A MENTEE

A mentee is an apprentice or protégé.

Some basic premises of what makes the ideal mentee are:

1. Eagerness to learn, admission
2. Ability and willingness to work as a team player
3. Patience
4. Be a risk taker
5. Have a positive attitude





# MENTEE ROLES

- The mentee is the **student who needs to absorb** the mentor's **knowledge** and have the ambition and desire to know what to do with this knowledge.
- As a student, the mentee **needs to practice and demonstrate** what has been learned.
- A mentee is **the "gauge"** to measure how interactive the connection between the mentor and mentee will be.
- This means that the mentee **determines the capacity** of the mentoring connection.
- The mentee **decides** upon **the amount of help and guidance** he/she needs.
- As well, the mentee should **take the initiative** to ask for help or advice and to tackle more challenging assignments.



## 5. MENTORING RULES

- i. Stay in your zone of expertise/experience
- ii. Be clear that mentee sets pace of relationship
- iii. Advise, do not manage
- iv. Extend mentee's developmental network – suggest additional mentors to address unique needs
- iv. Offer advice that helps mentee develop – role is **NOT** to make decisions for mentee or micromanage.
- v. Train to be efficient. Guidance and advice for one mentee may also be appropriate for another.
- vi. Be aware of potential pitfalls: overdependence of mentee, mentee exploitation of mentor's influence.
- vii. Be sensitive to difference between developing a mentee and using a mentee.
- viii. Be aware of dynamics of relationship: Developmental needs may change.



## 6. RELATING WITH A MENTOR

### Recommendations/Guidelines for Mentees

1. Allow your mentor to take the lead in the relationship, at least initially.
2. Use active listening skills during discussions with your mentor. Be careful not to interrupt.
3. Prepare the goals and objectives you have for your career. Be prepared to ask for specific guidance and advice on your goals, plans and strategic ideas.
4. Take the initiative to ask for feedback.

Feedback, although difficult to hear at times, is critical to your personal and professional growth and development.



## RELATING WITH A MENTOR CONT.

5. Always be considerate and respect your mentor's time.
6. Return phone calls promptly and be on time with commitments or meetings. If your mentor offers a specific time frame of availability, respect his/her wishes by following through.
7. Seriously consider all advice or suggestions you receive.
8. Express your appreciation for every form of assistance you get. Provide positive feedback, thanks as well as positive comments to him/her in front of others.



# FINDING POTENTIAL A MENTOR

- **Find someone you want to be like**

Find someone that is like you, someone with a similar set of strengths and skills you want to emulate.

- **Study the person**

Follow his blog, get his books. Get to know people who know him.

- **Make your first move, the “ask”**

You may not ask for the person to “be your mentor” right away. You may want to get closer for a first meeting. Asking may be too big for the first meeting.

- **Evaluate the first meeting**

After the first meeting, do you want to spend more time with this person?

- **Follow up after the meeting**

It’s okay to appear overly ambitious. You want this person to know that you’re serious.

- **Let the relationship evolve naturally**

We sometimes place too high of expectations on mentoring



## FINDING POTENTIAL A MENTOR CONT.

### ➤ **Don't chicken out when challenged**

Don't wimp out when it gets tough; this is where the really good stuff happens.

### ➤ **Press into relationship**

Don't wait for the mentor to initiate. Learn how to manage up. Persevere. Ask for more of your mentor without demanding it.

### ➤ **Ask your mentor for feedback**

Feedback can be hard, but it's good. As your relationship with your mentor progresses, this will be the way you grow. It will be a highlight for the both of you.

### ➤ **Commit to the process**

Mentoring takes real time and real work.



**THE END**

**Thanks for LISTENING**