

Principles	How To's
<p>Guidance and Support</p> <p><i>Mentors help mentees by offering resources and advice to advance mentees to the next level in their journey. Mentees can benefit from the experience and guidance of the mentor.</i></p>	<ul style="list-style-type: none"> • Keep mentee accountable • Be consistent, available, accessible and dependable • Be patient and understanding • Help the mentee lead; don't always be the leader • Share knowledge of big picture • Be inspirational • Provide constructive criticism • Be a resource of information <ul style="list-style-type: none"> ○ Information should be relevant and timely ○ Information should include personal experience • Be flexible • Be honest and straight forward • Offer options (don't just give instructions) • Be forward thinking
<p>Trust & Respect is a two-way street</p> <p><i>In mentoring, both parties relate their feelings, ideas, and knowledge to each other.</i></p>	<ul style="list-style-type: none"> • Recognize and commit to the fact that trust and respect are needed for both parties
<p>Communication and Listening</p> <p><i>Active listening will help to make sense of what is heard.</i></p>	<ul style="list-style-type: none"> • Be mindful and respectful of one another's ideas, feelings, and situations • Ask questions, get clarification • Provide constructive criticism • Be honest, constructive criticism • Share experiences as options to a solution • Encourage ownership of one's decisions
<p>Diversity</p> <p><i>Acknowledging and dealing with the differences of each party is necessary in a mentoring relationship. It can encourage a proactive approach to finding solutions due to conditions and barriers faced especially by the mentee.</i></p>	<ul style="list-style-type: none"> • Embrace the difference to find similarities • Focus on common goals and use diversity as a strength to reach a common goal <ul style="list-style-type: none"> ○ Don't take people at face value

	<ul style="list-style-type: none"> ○ Accept, understand, and learn the differences
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<i>Principles</i>	<i>How To's</i>
<p style="text-align: center;">Open-Mindedness</p> <p><i>When each party is receptive to new ideas, an atmosphere is created that allows for success and learning for both.</i></p>	<ul style="list-style-type: none"> • Have no value judgments • Have a clear understanding of what is being said to you <ul style="list-style-type: none"> ○ Be an active learner and listener ○ Learn and receive new ideas ○ Comprehend content ○ Value what an individual says • Be flexible and willing to change <ul style="list-style-type: none"> ○ Know that there is more than 1 variable to a solution ○ Keep an open mind ○ Know that learning is endless ○ Share strength and power
<p style="text-align: center;">Education</p> <p><i>A structured educational process, determined by the local and/or council, helps to empower mentees.</i></p>	<ul style="list-style-type: none"> • Mechanism to gain knowledge and learn at all levels and positions • A vehicle for enhancing leadership skills • History of the union/ labor movement
<p style="text-align: center;">Pulling people out of their comfort zone</p> <p><i>Growth is a major part of stretching and leaving the place of comfort. Mentors have the opportunity to encourage mentees to extend themselves beyond their current level.</i></p>	<ul style="list-style-type: none"> • Identify leaders that are not aware they are leaders; boost confidence • Teach others to be comfortable in their skin. Teach them to: <ul style="list-style-type: none"> ○ Talk ○ Write concise letters ○ Engage in rallies • Be open and honest

	<ul style="list-style-type: none">•Have empathy•Share your vision/structure of the organization•Extend a confidential, safe space•Stand side by side
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