**KEYS TO EFFECTIVE MENTORING**

**For the mentor:**

* Mentoring should not take on a boot camp or hazing approach – that creates a quality of life problem.
* Mentoring should be intentional - an open door agreement is not mentoring as we are all always busy.
* Mentoring should be holistic – the mentee is more than a lawyer in training, he/she is a person, so mentoring should be tailored.
* Mentoring should be democratic – meaning mentee input/feedback should be encouraged/solicited, a collaboration.
* Mentoring should be focused, authentic and honest – even where the “truth” isn’t always pretty.
* As a mentor, be willing to admit your mistakes – if your mentee does something wrong at your direction, do not be too proud to admit fault.
* As a mentor, do not instill false confidence in your mentee – if he/she did not do the job correctly, provide constructive criticism. Don’t simply redo their work yourself.
* As a mentor, do not teach by just providing specific answers to issues that arise only in one case. Explain the thought process behind how decisions are made, so the mentee can use the same principles and apply them elsewhere.
* Be proactive in mentoring – don’t just depend on the mentee coming to you with questions, reach out.
* Ask the mentee to give his/her own thoughts – don’t just tell them what to do.
* Listen to the mentee – communication is a two-way street.
* Be available – give the mentee the assurance that you are interested in dialoguing with them, rather than the sense that helping them learn is a drag.
* Give feedback that is constructive – when correction is needed do it in a manner that points toward the positive ways to do things rather than emphasizing what went wrong.

**For the mentee:**

* Respect the time of your mentor - If you go to a mentor with questions before having thought out the problem on your own, you are less likely to get the Mentor to engage with you.
* Ask the right questions - Everyone is busy and cutting to the chase is ideal when asking a mentor for help.  It helps to boil down your issue to a few questions to help show your Mentor that you have thought independently about the issue and solved some of the issues but need help with a handful of others.
* Timing is everything - be mindful of what your Mentor's schedule may be.  Asking someone for advice while they are preparing for trial is just asking to be ignored.
* Learn the lesson - if you keep coming back to a Mentor with the same questions but in different case, it shows you didn't listen the first time.
* Don't mentor shop - Don't make a habit of running the same issue by multiple mentors.  It is fine to get second opinions on certain issues, but in order for a Mentor to want to share knowledge, it is important that they know that the advice will not be ignored or shopped elsewhere.
* Be proactive as a mentee – determine an area in which you need additional experience and request that your mentor allow you to cover specific matters on their calendar.
* As a mentee, do not avoid asking questions or try to handle something on your own for which you are not ready, simply out of fear of bothering your mentor.