

## FAN Mentoring Tips

- ✓ **Share your career story.** Whether you have taken a direct path or a long and winding road to get where you are today, real stories and experiences are invaluable to a young person who is at the beginning of their journey.
- ✓ **Have career conversations with your mentee.** What are their aspirations? How are they planning on achieving their goals? What tasks do they enjoy and not enjoy? What worries them about their future? What are they excited about? What help, information, support or advice can you give them?
- ✓ **Discuss the mentee's interests, hobbies and studies** and how these may fit with career options.
- ✓ **Introduce the mentee to as many experiences and people as possible.** Take them along to client meetings, internal meetings, business functions, site visits.
- ✓ **Brief and debrief the experience with the mentee before and afterwards.** In your briefing cover the purpose of the task, meeting, function etc, how they should dress and behave, what their role in it will be (observer, note-taker, facilitator, participant), any health and safety considerations. In the debrief discuss how the mentee felt about the task or experience, what they learned from it, provide feedback on their performance (where appropriate) and any questions they have about the experience.
- ✓ **Check for understanding.** Many young people are so anxious to impress or don't want to appear like they don't know what they are doing that they will often not ask questions when they should. Look for signs the young person has not completely understood a task or request. Depending on the complexity of the task, this can be done by asking them about the objectives or expected outcomes of the task, asking how they plan to approach the task, asking them to repeat back the main steps of the task, asking them to demonstrate the task, checking back frequently, asking if they have any questions.
- ✓ **Help the mentee network** – if you know anyone who may be able to help your mentee or answer some questions about a career path he or she is interested in, provide the introductions.
  - ✓ **Make yourself available.**
  - ✓ **Be supportive.**
  - ✓ **Encourage questions**

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