



Mentoring Institute



# MENTORING & COACHING MONTHLY

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### **NEW MEMBERSHIP SITE, NEW EMPLOYEES, AND THE 2014 CONFERENCE CALL FOR PROPOSALS**

Our new membership site will launch April 30, bringing access to mentoring articles, mentoring tips, mentoring resources, our newsletter *Mentoring and Coaching Monthly*, discounts on Mentoring Institute Events, and more to our paid subscribers. We have been working very hard over the past months to get everything in order, and we would like to encourage you to subscribe and enjoy these benefits!

In other exciting news, the UNM Mentoring Institute recently hired 4 new employees. They will be assisting in preparations for the 2014 Conference, and will provide support and content for our new membership site. You will soon be seeing the products of their hard work!

More details for the 2014 Mentoring Conference have been released. The title of the conference this year is *“Developmental Networks: Mentoring & Coaching at Work.”* We are getting very excited for what we hope will be our largest and most successful conference to date. For more information see page 2, or visit our website [mentor.unm.edu/conference](http://mentor.unm.edu/conference).

# ABOUT US

## MENTORING INSTITUTE:

The Mentoring Institute develops, coordinates and integrates research and training activities in mentoring best practices at the University of New Mexico (UNM). Through the application of instructional design standards, the Mentoring Institute provides training and certification services for a diverse array of staff, faculty and students, in a centralized effort to recruit, train and develop qualified mentors for the University, the City of Albuquerque and the greater New Mexico community.

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## CALL FOR PROPOSALS RELEASE: MARCH 28TH

*It's That Time Of Year Again!*

The Mentoring Institute at the University of New Mexico is now seeking proposals for its seventh annual Mentoring Conference. The 2014 conference will be held on Tuesday, October 21 through Friday, October 24 in Albuquerque, NM, at the Student Union Building, situated on UNM's main campus.

For the 2014 conference we anticipate a rich mix of conversation, networking opportunities, hands-on workshops, and engagement with professionals from a diverse variety of disciplines.

### CONFERENCE THEME:

This year's conference theme is *Developmental Networks: Mentoring & Coaching at Work*. We seek to facilitate discourse on the utilization of developmental networks, and mentoring and coaching relationships in the workplace.

*Check out the requirements and submit a proposal here.*

## NEW WEBSITE. NEW CONTENT.

[NEWSLETTER](#) • [BLOG](#) • [MENTORING TIPS](#) • [EVENT CALENDAR](#) • [ONLINE RESOURCES](#) • [MENTORNET](#)

### ANNOUNCING THE NEW & IMPROVED MENTORING INSTITUTE WEBSITE!

When you visit our website, you will notice that it has been completely redesigned. In unveiling the site, we are excited to inform you about the new sections in our site, and invite you to explore the site in its entirety.

### MENTORING RESOURCES

As a way to increase the community's access to a multitude of resources on mentoring, our new website has devoted an entire section of the website to a variety of useful resources.

- [Monthly Newsletter](#)
- [Event Calendar](#)
- [Mentoring Tips](#)
- [Mentoring Blog](#)
- [Online Mentoring Resources](#)
- [MentorNet Portal](#)

## ARE YOU READY TO JOIN US?

JOIN US AS WE LAUNCH OUR MEMBERSHIP SITE ON APRIL 30<sup>TH</sup>

Details  
BELOW

### MEMBERSHIP SITE LAUNCH: APRIL 30

In addition to the new resources, we are excited to launch our new membership website, so you can join and receive valuable benefits. Check out what you could be receiving below!

- SAVE on Conference Fees
- Full Access to 2008-13 Conference Proceedings - *400+ journal articles from a variety of fields.*
- Academic Journal Publication on Mentoring - *The Chronicles of Mentoring & Coaching*
- Video of Keynote & Plenary Presentations - *See the keynote presentations you missed.*
- Members Only Discussion Board & Forum - *A great place for networking.*
- Future Publishing Opportunities - *Stay tuned for publishing opportunities.*

## THE STAGES OF MENTORING

It could be said that the most important characteristic of mentoring is its unique structure. Below are four commonly accepted stages of mentoring.



### Stage 1: Learn

The start of a mentoring relationship begins in similar manner to that of a friendship. In its genesis, the interaction should consist mainly of getting to know each other, clarifying values, finding common interests, and learning about the others goals. In this stage, there should also be a focus on mutual compatibility. The mentor should attempt to discern whether or not personalities and levels of enthusiasm between the pair are well matched. The goal of this stage should be the creation of a solid foundation for the future of the mentoring relationship.

### Stage 2: Plan

At this point the mentor and protege should know if they are mutually compatible- if not it may be advisable that they go their separate ways. Once the pair has decided to commit, realistic yet significant goals should be set. What will the mentee be expected to have achieved by the conclusion of the relationship? How often will the pair need to meet in order to achieve this goal? What will be the responsibilities of each individual? By planning well, the mentor and mentee can help prepare the way for a successful and productive mentoring relationship.



### Stage 3: Meet Objectives

This phase is by far the longest, but also the most rewarding part of the mentoring relationship. The mentor and the mentee begin accomplishing their goals. The mentor should serve as a source of knowledge for the protege, and the mentee should use him/her to their fullest advantage. Every meeting can have a specific focus (a different aspect of learning for the protege to absorb), and each week the two can talk about new learning objectives that were met, or how these objectives could be met in the future.

### Stage 4: Redefinition

Just as all good things inevitably come to an end, all mentoring relationships will eventually reach a finishing point. After a period of time, the mentee will have grown enough that they will have learned almost all they can feasibly can from the mentor. It is at this point the pair can end the relationship. To conclude, the two should look back on their mentoring experience, and think about what goals were achieved, and what was learned.





## COMMON MISTAKES IN MENTORING RELATIONSHIPS

Mentoring is a powerful tool that can be used to help expand the knowledge of others. However, sometimes issues arise and mistakes are made on the part of the mentor or the protege. Here are some of the common pitfalls that many involved in mentoring come across.

### *Having the Wrong Expectations*

It seems like studies and papers showing the enormous benefits of mentoring are published all the time. As a result, many proteges come into their mentoring relationship with the belief that their mentor will magically solve all their life's issues. Mentors exist to advise and guide, not to take control of a mentees life and steer it in the right path. Mentors are valuable because they empower others to achieve great things; however, the mentee is the one who should be doing the majority of the work, not the mentor.



### *Not Having a Coherent Plan*

It may be tempting to jump into a mentoring relationship with the idea that everything will “just work out”. However without planning, it is rare to see a mentoring relationship result in success. Establish how often the two of you will meet, expectations of confidentiality, and methods of communication. Set goals and deadlines, and stick to them. Like a sailors map, a plan can help guide the mentoring pair successfully to their final destination.

### *Issues With Communication*

A common issue that many mentor-mentee pairings face is a lack of communication. From the

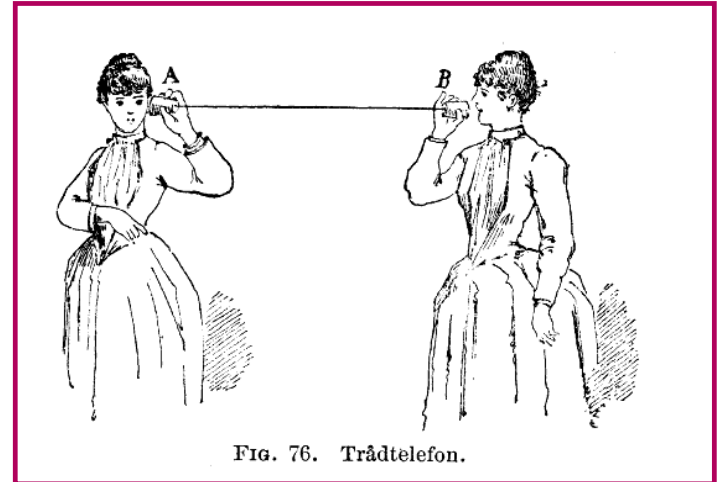


FIG. 76. Trådtelefon.

moment the relationship begins, mentees need to keep their proteges up to date with their progress through timely updates. Proteges can let their mentors know how they are taking advantage of advice given to them previously, what issues they are currently facing, and can ask questions about anything they are unsure of. This allows mentors to give relevant advice that actually helps mentees in any current situations that they are in. Their most successful mentoring relationships are almost always the product of good communication.

### *Mentors don't necessarily know everything*

Although the purpose of any mentoring relationship is for the mentee to learn from the expertise of the mentor, no mentee should assume that the mentor knows everything. In the event that the mentor doesn't know the answer to a question posed by the mentee, the pair should work together to find the solution.



## “GREEN” MENTORING

Did you know that Earth Day is on April 19th? To celebrate, here are some tips on how you can make your mentoring more environmentally friendly.



Meeting your mentor or protégé somewhere far away? If possible, take a bus or ride your bike instead of driving. Doing so will not only reduce carbon emissions, but could also save you money.



Have old letters or notes from old mentoring sessions? Recycle those, or reuse them as scratch paper.

Getting coffee with your mentor or mentee? Find out if your coffee is "shade-grown". Most coffee is grown in areas where the forest has been cut down, whereas shade grown coffee is grown underneath the natural tree canopy, reducing soil erosion. In addition, shade-grown coffee farms act as areas of refuge to migratory birds whose habitats have been destroyed by logging.



If you are planning on going out to eat with your mentor or protégé, eat at a restaurant that serves locally grown food. Often much of our food travels thousands of miles before it reaches our plates, creating large amounts of greenhouse gases.



In some mentoring environments, volunteering together may be a great way for a mentor and protégé to get to know each other. Do some research and find some "green" service work in your community. This could involve cleaning a park, planting a tree, or educating others on the importance of recycling or the harms of pollution.



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*Mentoring Institute*

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