**SI GWR 2018 Spring Conference**

**Mentoring 101: Creating a Mentoring Culture**

**Four Key Mentoring Skills**

**#1 Listen Actively**

* Be approachable, nonjudgmental, kind, compassionate, and supportive.
* Be present when talking to her, show interest, make eye contact and reflect back on important points. If talking on the phone stay focused to the conversation, avoid multi-tasking.
* Don’t assume she understands more than she does about club procedures, programs, committees and activities. Ask questions and check for understanding.

**#2 Building Trust**

* Maintain confidentiality to build and support trust.
* Contact your mentee consistently to show interest and support.
* Be honest.
* Keep promises and commitments.
* Be patient and supportive.
* Be authentic-Your actions should reflect to your mentee your commitment to Soroptimist and its Mission by attending meetings and actively involved in your Club’s committees and activities.

**# 3 Determining Goals and Educate**

* Educate your mentee about your club’s history, projects, programs, committees and activities.
* Encourage her to choose and be active in a committee or event of interest.
* Help your mentee gain an understanding of her responsibilities and expectations in your club to avoid dissatisfactions and misunderstandings.
* Educate her how and when to register for club meetings and access club website, as well as GWR and SIA websites.
* Keep your mentee informed about all club meetings, activities and events.

**#4 Encourage and Inspire**

* Be genuinely happy to see her at meetings, especially in the beginning. Personally, introduce her to members each time for the first couple of months.
* Be authentic and sincere with your feedback.
* Share your experiences, mistakes and successes as a member of Soroptimist.
* Provide encouragement and feedback with support and understanding if she is feeling overwhelmed, discouraged or frustrated. Help her understand the importance of balancing club involvement, work life and personal life.
* Celebrate successes!

**Key Qualities of Effective Mentoring**

* **Approachability**, **availability** and the ability to **listen**.
* **Ability** and **willingness** to **communicate** what you know.
* **Anticipate** possible questions, concerns or misconceptions.
* Be **honest**, **sincere** and **authentic**.
* Show **compassion** and **genuineness**.
* Make it **enjoyable**.