



GENERAL TIPS FOR MENTORS & MENTEES

Tips for MENTORS	Tips for MENTEES
Maintain confidentiality to build trust.	
Expect a two-way learning relationship.	
Listen actively and empathetically.	
Clearly communicate your goals, expectations and commitments.	
Use your own experiences, observations and perspectives to impart information and skills, and encourage your mentee to apply the information and skills in ways that make sense in their lives.	Keep in mind that mentors often teach by telling stories, so listen for the lessons and ask questions to help apply the lessons to your own life.
Communicate information in small chunks and avoid massive information dumps.	If your mentor is going too fast or sharing more information than you can digest, ask him or her to slow down.
Do not expect that you will always have the answers to your mentee’s questions and/or challenges. Introduce your mentee to other attorneys and professionals in your network who can assist your mentee.	Do not expect your mentor to have all the answers. Ask your mentor to help you solve your problems, not solve them for you.
Share your successes and the challenges you faced in accomplishing your successes.	
Find connections and similarities that extend beyond law and careers.	
Honor your commitments. But if you cannot, then communicate quickly and candidly about an alternative arrangement.	