

mentoring skills inventory.

To assess how comfortable you are with core mentoring skills, spend a few minutes completing this inventory.

Indicate your comfort level with each of the 8 core skills by circling whether you are very comfortable (or “V”), moderately comfortable (or “M”), or uncomfortable (or “U”). Next, identify a situation when you were either comfortable or uncomfortable using that particular skill. If you feel uncomfortable in one or more of the skills, in the third column identify ways that you might develop those skills.

See a description of each of these skills at the end of this document.

Skill	Situation	Need to Develop
Brokering Relationships (V/M/U)		
Valuing Difference (V/M/U)		
Goal-Setting & Guidance (V/M/U)		



Skill	Situation	Need to Develop
Encouraging (V/M/U)		
Providing Feedback (V/M/U)		
Communicating (V/M/U)		
Facilitating Learning (V/M/U)		
Reflecting (V/M/U)		



Brokering relationships:

Ask yourself, have you built your own networks of support? Can these networks help you in connecting your mentee to the people and resources that will help them achieve their learning goals?

Valuing difference:

Each partner has their own personal story and set of lived experiences. As a mentor, you need to be able to understand, learn from, and value difference.

Goal-setting and guiding:

As a mentor, your role is to help your mentee clarify and set realistic and attainable goals. Guiding your mentee requires that you be familiar with the path they need to take – like any good guide, you interpret the language, help your mentees make meaning of their experiences, and help them arrive safely.

Encouragement:

Keeping your mentee focused on the future and reward successes. Positive reinforcement and validation are important considerations for mentoring; in fact, they are just as important as providing constructive feedback.

Feedback:

Your mentee will rely on you for candid and direct feedback that is constructive, but not corrective. Are you able to differentiate between constructive and corrective feedback?

Communication:

Includes being authentic, clarifying for understanding, and listening actively to concerns – is a critical part of the mentoring partnership. Ask yourself, what communication skills do I possess? What skills do I need to develop to be an effective mentor?

Facilitating learning:

Effective facilitation is the means by which you support and challenge your mentee to learn, grow and develop. If you have had any experience as a teaching assistant or instructor, think about the skills that you used to encourage self-directed learning rather than those that you used to deliver content.

Reflection:

An essential skill to effective mentoring. If you engage in self-reflection, you are more likely to be adept at using reflection to facilitate your mentee's learning and development.

