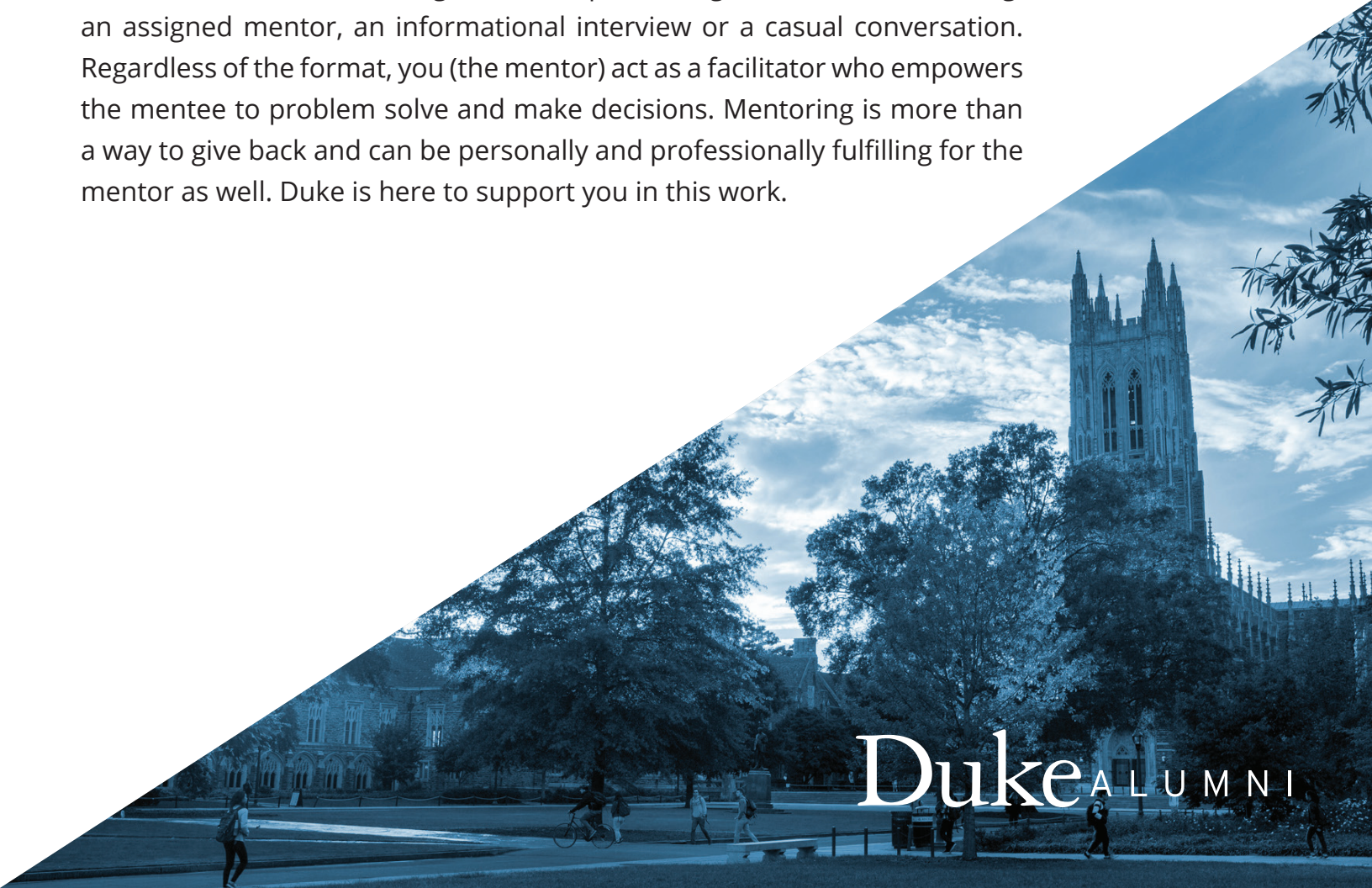




Guide for Duke Alumni Mentors

This guide is intended to give you tools to develop mentorships and make the most out of them. Mentoring relationships can begin with flash mentoring, an assigned mentor, an informational interview or a casual conversation. Regardless of the format, you (the mentor) act as a facilitator who empowers the mentee to problem solve and make decisions. Mentoring is more than a way to give back and can be personally and professionally fulfilling for the mentor as well. Duke is here to support you in this work.



Duke ALUMNI

What is Mentoring?

MENTORING IS A SUPPORTIVE LEARNING RELATIONSHIP THAT:

- focuses on facilitating personal growth and development.
- plays a major role in the mentee's career decision making by providing guidance, encouragement and empowering them with the knowledge, confidence and skills necessary to succeed.
- provides an opportunity to remind mentees that life and career are a journey and they have time to figure things out.
- builds on a foundation of mutual effort, respect, trust and the courage to communicate openly.

MENTORING IS A PROCESS:

- of engaging in intentional conversations between mentee and mentor.
- that can last a few weeks, months or even years—or, in the case of flash mentoring, just a phone call or two!

What is Flash Mentoring?

Flash mentoring is one-time or short-term mentoring centered around tactical meetings that provide timely knowledge for participants. Often, the best mentoring relationships begin with flash mentoring. **Duke Alumni has two tools that can be used to connect Blue Devils for flash mentoring conversations:**

1. **Alumni.Duke.edu** Alumni can view more than 150,000 profiles of Duke classmates by [logging in to this site](#). Using this exclusive network, alumni can search for connections in specific industries or companies, identify potential mentors and expand their personal and professional contacts. *Update your own profile in the directory regularly—including importing and refreshing your LinkedIn profile—so you can be found by potential mentees!*
2. **[Ask a Blue Devil](https://AskABlueDevil.duke.edu)** (AskABlueDevil.duke.edu) is a tool that members of the Duke community use to network, set up an informational interview or ask for advice. To make yourself available for flash mentoring through this platform, keep your [Alumni Directory profile](#) up to date and be on the lookout for emails from askabluedevil.duke.edu.

What Does Mentoring Require from Mentors?

- 1 Ask thought-provoking and challenging questions to guide decision making and problem solving.
- 2 Engage in active listening in regular and meaningful conversations.
- 3 Provide and accept objective feedback and guidance.
- 4 Facilitate and engage in self-reflection and self-development.
- 5 Collaborate on plans and ideas to help mentee reach their goals.
- 6 Commit time, attention and effort.
- 7 Periodically assess and celebrate success.

Key To Dos for Mentors Early in the Relationship



SET EXPECTATIONS

Define the relationship and build a clear understanding of what the mentee wants and needs from the mentoring relationship.



SET GOALS

Set goals at the beginning of the relationship to give direction and inform how you can best assist the mentee.



GET TO KNOW YOUR MENTEE

Be fully present and listen actively to establish rapport and to create a positive, accepting environment that allows for open communication. Listen actively and ask thoughtful questions to gain insight into your mentee's ideas, goals and dreams.

Developing the Mentoring Relationship

SHARE YOUR EXPERIENCES

Tell your mentee about yourself and your experiences to build trust and respect. Mentors can create a trusting environment through sharing stories about their own professional and personal journeys. Be open to sharing the challenges you faced, your failures and how you overcame them.

ASK QUESTIONS

Ask questions that are open, challenging and call for a reflective response. This will help you identify the mentee's needs, values and interests. It is also a great way to encourage your mentee to think through situations themselves and draw out the consequences of the various choices or actions they might take.

OFFER OPTIONS VERSUS SOLUTIONS

Help your mentee process their own ideas. Offer suggestions the mentee might try and talk through the reaction to these suggestions. Encourage and support mentees by helping them plan for success and overcome roadblocks.

BE A SOUNDING BOARD

Allow your mentee to explore their thoughts, ideas and curiosities with you. This will often help them clarify their thinking and gain insights about a situation as they share their concerns/thoughts/ideas with you. If your mentee is a student, particularly one in their first or second year, consider reminding them that they have time and don't need to have things all figured out.

PROVIDE RESOURCES

Share additional resources with your mentee, including people, articles, tools and web-based information. You can't be an expert on all things but you can point the mentee in the right direction to get what they need. Think of yourself as a learning facilitator rather than the person who has all the answers.

OFFER CONSTRUCTIVE FEEDBACK

Provide honest, thoughtful and supportive feedback that helps your mentee acquire insight to further develop specific qualities or skills.

Important Information for Mentoring Duke Students

If you are mentoring a Duke student and have concerns about the student's well-being, mental health, or even academic path, please reach out to Greg Victory, AVP Student Affairs/Fannie Mitchell Executive Director at the Duke Career Center, at gregory.victory@duke.edu. Student affairs staff can help you direct the student to support resources and can (confidentially) reach out to the student if necessary. If you feel like this is an emergency please call Duke University Police at (919) 684-2444.