

## Mentor Guide

Thank you for joining the IFPS Mentorship Program! In this guide, you will find guidelines and very helpful tips that will lead to a successful mentoring experience.

### **Attitude:**






- Maintain a positive disposition in your dealings with the Mentee
- Consider yourself a role model when interacting with the Mentee
- Be professional
- Be welcoming and approachable
- Be open minded. (Sometimes the Mentors can learn valuable lessons from the Mentees.)
- Be confident
- Be a powerful leader by taking responsibility for where you are in your life. (No victim behavior)
- This is their experience so your actions/words should encourage them to find their own answers, versus giving advice.
- Be sure to not engage in sales or recruiting

### **Guide/Coach/Encourage:**

- Encourage/teach the mentee to lead the organization of the program.
- Guide Mentee with probing and open-ended questions.

#### Examples:

- What do they hope to gain from this experience?
  - Where do they see themselves in 3 years, 5 years, 10 years?
  - What is their ideal career?
  - Why are they interested in Fluid Power?
  - What is their next big decision in life?
  - What is one thing they may be struggling with now regarding career/home/school?
  - What is holding them back from reaching their goals and dreams?
  - Is there something they can do now to move them toward their ideal career/goals/dreams?
- 
- Encourage Mentee to research and learn in their areas of interest.
- #### Examples:
- Search local government or volunteering groups that could give them insights.
  - Look at local community college continuing education classes.
  - Is there a class or book that could help guide them toward their goals?
- 
- Coach the Mentee on S.M.A.R.T. goal setting. (If the Mentee is interested in Goal Setting.)

<b>S</b>	<b>Specific</b>	Make your goals specific and narrow for more effective planning.	
<b>M</b>	<b>Measurable</b>	Define what evidence will prove you're making progress and reevaluate when necessary.	
<b>A</b>	<b>Attainable</b>	Make sure you can reasonably accomplish your goal within a certain timeframe.	
<b>R</b>	<b>Relevant</b>	Your goals should align with your values and long-term objectives.	
<b>T</b>	<b>Time-based</b>	Set a realistic, ambitious end-date for task prioritization and motivation.	

### Feedback

- Sharing feedback between mentor and mentee
- Sharing feedback from mentor and mentee to IFPS

This program is designed to match emerging professionals with experienced leaders to build a relationship based on trust, experience exchange, support, and guidance. If for any reason you feel you are unable to reach these goals with your mentee, contact us at [askus@ifps.org](mailto:askus@ifps.org).