

UGA MENTOR PROGRAM

MENTORING TIPS FROM UGA MENTORS

Here are some general tips and guidelines from experienced UGA Mentors. These highlight some best practices, as well as ideas for how to address challenges that might arise through your connection.

COACHING TIPS:

- Set expectations from the beginning, including how often to meet, what platforms to use, and what the ends goals are for this connection
- Allow your mentee to practice organizing/leading the sessions – this may require some guidance, but encouraging them to take initiative is important!
- You may be the first mentor a student has had, so check in with them to see how you can best support their development throughout the connection.
- Be honest with them – if they do something that is unprofessional, let them know. This could include ghosting a meeting or not following-up with an agreed upon task.

BUILDING TRUST:

- Building trust takes time, but the process starts from the first outreach! Remember that students often find alumni intimidating, so humanize yourself and remind them that you were once where they are.
- Point out behaviors that help build and destroy trust in a mentorship – everyone has a different approach, so be clear about yours and give the mentee space to talk through what trust means to them.

RESOURCES:

- Use the existing resources on the website, but also let the UGA Mentor Program team know if there is something you need and cannot find.
- Encourage your mentee to utilize the resources too, especially at the start of the connection to help give support and structure as you get started.

POTENTIAL CHALLENGES/SOLUTIONS:

- Students enter mentorship with varying degrees of experience, knowledge, and confidence.
 - Students may not know all the communication etiquette rules or how to create an acceptable agenda – this is a great skill to work on with them if needed!
 - Frame pointers through the lens of what's helpful in the workplace.
 - Provide sample documents or example scenarios when needed.
- Maintaining a consistent and regular meeting schedule:
 - Be upfront about your schedule and capacity.
 - Schedule your next meeting as you wrap up your current one or even try to set them all up at the start of the mentorship. A great practice is to walk your mentee through sending calendar invites and how to communicate if meetings need to be rearranged.