



The A-B-C's of Mentoring

Aware:	help the mentee become aware of a learning opportunity
Tips:	Truthfulness and honesty Clear, understandable feedback from multiple sources Identified behaviors
Accept:	Help the mentee accept the need and own it
Tips:	Give good examples of the behavior Coolness under fire, conflict management skills Active listening and reflecting back what you hear
Act:	Help the mentee understand the value of making a change
Tips:	Identify consequences for not making a change Provide examples of the results of successful changes Link mentee's success to making a change
Build:	Help the mentee create a development plan to build the skills
Tips:	Create a formal development plan and time line Provide on-going coaching and feedback Encourage the mentee to keep a Learning Journal Provide support and resources
Blend:	Help mentee integrate the new skills back at work
Tips:	Encourage mentee to share what they are working on with boss and co-workers for on-going support and feedback Continue to provide on-going coaching and feedback Have mentee report on progress; on what is working well and where there is still a need to build skills.
Consequences:	Celebrate the successful integration of the new skill in the mentee's repertoire of skills.
Tips:	Rewards can be simple recognition, a celebration or a challenging project or work opportunity.

Adapted from 'The Leadership Machine' by Lombardo and Eichinger, 2001