

MENTORING MINUTE (aka Mentoring 101)

Mentoring-Externally Directed Team for NAVAIR's Mentoring Program

You may have decided to participate in NAVAIR's Mentoring Program and are looking for some assistance in determining the potential characteristics of your new mentor. The mentor you select should:

- Want to mentor and be committed to your growth, development and cultural integration.
- Have the professional acumen to effectively teach you significant job knowledge.
- Be familiar with the organization's norms and culture and able to convey both.
- Demonstrate honesty, integrity, and respect of the relationship.
- Demonstrate effective communication skills.
- Be willing to help you develop.
- Initiate new ideas and support efforts to improve your performance on the job.
- Have the "emotional intelligence" to recognize your concerns and be sensitive to your feelings and perspectives.
- Be rated as "highly successful" in their job performance and in navigating the organization's culture.
- Have strong professional networks and relationships.
- Be willing to share professional setbacks as well as successes..
- Have the availability to spend time with you to for meaningful and productive discussion.
- Welcome the opportunity to form relationships with diverse individuals who may not share a common background, values, or goals.
- Recognize the confidential nature of the mentor/mentee relationship.

Take a minute to consider the professional benefits of mentoring. To learn more about NAVAIR's Mentoring Program, visit the NAVAIR Mentoring COI at <https://mentoring.navair.navy.mil> or contact Donna Belcher (NAVAIR Mentoring Program Manager) at 301.342.5096. If you have a personal mentoring success story to share, please call or email one of our Mentoring Team members: Veronica Miskowski at 301.757.8391 or Lonnie Snead at 301.757.8252. We'd love to hear from you!