



Mentor Best Practices

Here are some Best Practice Tips that is a combination of advice from mentors and mentoring facilitator:

- Schedule a date and time for monthly communication (e.g. email, phone, Skype/FaceTime and/or other communication applications).
 - Create reminder on your computer or phone of scheduled communication.
- Check-in with mentee, if scheduled, monthly communication does not occur.
- Think about using [Google Docs](#). If you have a gmail account, you can write, edit, and collaborate wherever you are. Google Docs is free.
- Hone the Leadership Project expectations so it can be accomplished in allotted time.
- Encourage creativity in the project, and discuss with the mentee how he/she plans to present the Leadership Project as he/she designs it. Best Projects lend themselves to creative presentations.
- Remember that completing a Leadership Project is a means to growing as a leader through the *Family Medicine Leads Emerging Leader Institute*. Ask questions about leadership development, overcoming challenges/barriers, and ask how you can help the mentee to continue to grow as a leader.
- Don't let perfect be the enemy of good. Strike the right balance between coaching and allowing the mentee to learn from the experience of things not going exactly as planned.
- Leadership is all about change and leading change. Resistance to change is universal. Have discussions with the mentee about what sort of resistance might be anticipated and who are the key influencers to recruit to help promote change. Help the mentee identify the WIIFM (What's In It For Me) for those being asked to change as part of the project.