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## ABCs OF MENTORING

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- A** **Ask** open-ended questions to better understand mentees' situations and insights.
- B** Foster a sense of **belonging**.
- C** Be **congenial, collaborative, cooperative, confidence-building**, and respect **confidentiality**.
- D** Welcome **diversity** and celebrate the contributions this brings.
- E** Advance **equity** and inclusion.
- F** Seek and be open to receiving **feedback** from mentees about whether the relationship is meeting their needs and expectations.
- G** Provide thoughtful and considerate **guidance** so mentees can bring their whole selves to the academy.
- H** **Help** every mentee understand your role so they can, in turn, become effective mentors.
- I** Foster **independence** appropriate for your mentee's career stage.
- J** Be explicit about challenges without being **judgmental**.
- K** Get to **know** each other.
- L** **Listen** actively.
- M** **Model** how to give, as well as how to receive, critical feedback.
- N** Help mentees **network** horizontally and laterally.
- O** **Open** your door: mentees may respond well to occasional informal meetings.
- P** Show mentees that you respect many **pathways** to success.
- Q** **Question** your habituated practices: are they still relevant and can you flex to meet every mentee's needs?
- R** Open up about your **research** challenges and how you struggle with as well as how you solve problems.
- S** **Share** expertise: point out pertinent articles, meetings, and opportunities.
- T** Give **time** to be an effective mentor; it will give back to you many-fold.
- U** Divulge the "**unspoken** expectations" of the discipline in inclusive group settings.
- V** Provide guidance and feedback on **vision** as well as how to operationalize goals.
- W** **Write** down your overall mentoring goals and return to the list occasionally.
- X** Be **xenial** (rhymes with "congenial") at conferences: introduce yourself to at least one person who is standing alone.
- Y** Learn to say **yes** and no. Set parameters for your time and keep to them.
- Z** It is better to say no than be a half-alive mentor-**zombie** to your mentee.