

# ABACC Mentoring Toolkit

## Characteristics of a Successful Mentor

All successful business professionals do not necessarily make successful mentors. Certain individuals are more effective in the role of developing others. Whether or not an individual is suited to the role of a mentor may depend on his or her own stage of development, experience, personality, or interests.

Some of the qualities essential in a successful mentor include:

- A servant's heart. A person who is passionate about helping others.
- An excellent reputation. Someone who is known for their excellence and respected by others.
- A willingness and ability to spend time and energy on another individual.
- Up-to-date knowledge. Individuals who maintain current, up-to-date technological knowledge and skills. Someone who is well read.
- A life-long learner. Someone who sees the value of continually learning and someone who enjoys that process.
- Excellent listening skills.
- A person who is encouraging and uplifting.
- An ability to help another individual work through problems without becoming frustrated or bored.
- A person who understands proper behavior in the workplace, in social situations, and in one-on-one interactions. A person who watches their words, is diplomatic, demonstrates an understanding of expectations in terms of appearance, punctuality and interactions within the office environment.
- A person with excellent time management skills. A person who is an excellent steward of their resources, time and otherwise.
- Honesty and integrity. A person who is honest in their own life and can be honest with another person without being judgmental or hurtful.
- A person who is well-connected, networked and has a multitude of people and resources at the ready, as a natural part of their work system.
- Stability as a person and as an employee. A person who others can count on to do what they say they are going to do. A person who is committed.
- A person is discreet and feels no need to share information inappropriately.

- Someone who doesn't answer every question with, "The way I do it..." or "At MY institution, we..." A person who understands each mentee needs to work out problems and issues within their own setting. A person who understands the way they do certain things may work well for them, but not necessarily everyone else in every situation.
- An effective communicator -- verbally, non-verbally and written.
- A person who is innovative and visionary.
- A person who can admit their own failures and is willing to share them publically for the benefit of others.
- A person who is able to say when the mentor/mentee relationship is not working and can back away appropriately without regard to ego or the need to assign blame.

### **Mentor Requirements**

Becoming a mentor requires commitment. ABACC will hold its mentors to a high level of accountability. If you are willing to put in the time, please complete the following steps to become a mentor:

- Complete the [Mentor Application](#).
- Provide three references (as part of your application process). ABACC will contact all of your references.
- Submit your resume. An updated resume will be requested annually.
- Complete the mentor training as assigned.
- Attend the ABACC Annual Conference.

## The Role of the Mentor

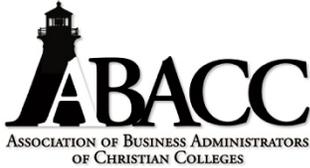
The role of a mentor is not a casual one. It is a serious commitment; a commitment someone else is depending on. If you agree to take on a mentee, you will be committing yourself to:

- Attending /completing mentorship training as offered;
- A time commitment, spending time not only with the person by phone or face-to-face, but spending time reviewing materials as requested by your mentee;
- Active involvement and participation in another individual's life including the possibility of visiting your mentee's campus;
- Respecting the privacy and dignity of your mentee, being discreet with what you know about that person;
- Respecting your mentee's time, opinions and decision-making;
- Attendance at the ABACC Annual Conference - the easiest and most logical place to have physical, face-to-face time with your mentee. Beyond that, it is important, as a mentor that YOU are continually honing your skills. You should also be encouraging your mentee to do the same;
- Not approaching every situation with, "The way I do it..." or "At **MY** institution...";
- Honoring all your commitments to your mentee;
- Patience and understanding, recognizing that the mentoring relationship is a process that takes work and time;
- Completing the Mentor Evaluation form at the completion of your program.

## Mentorship Training Tools

ABACC plans to offer mentorship training in the future. In the meantime, here are some links with great resources on mentoring:

- [Learn To Mentor Toolkit](#) (The National Mentoring Partnership)
- [Tools For Mentoring](#) (Father Heart Ministries)
- [Mentoring Tools](#) (eHow Family)
- [Mentor Resources](#) (tools available for purchase)
- [Resources & Publications](#) (The National Mentoring Partnership)
- [Managers as Mentors: Building Partnerships for Learning](#) (Chip R. Bell)
- [Coaching & Mentoring for Dummies](#) (Marty Brounstein)



# Mentoring Program

## Mentor Application

Name  Birth Date

Employer Name

Employer Address

Office Phone  Personal Phone

Email  Fax

Name of Church

Religious Affiliation

Do you speak any languages other than English? YES  NO

How do you identify yourself including, but not limited to, religious and ethnic heritage?

Please share a brief testimony.

What qualities, skills and attributes do you possess that you would make you a good mentor?

## Education & Training

College Attended

Degree Earned

Year of Graduation

College Attended

Degree Earned

Year of Graduation

College Attended

Degree Earned

Year of Graduation

Additional Training (please describe)

## Work History

Employer

Current Position

Years in Position

Other Positions held

Employer

Position(s)

Years in Position

Employer

Position(s)

Years in Position

Additional comments or details to help us get to know you better.

## Volunteer Experience

Please describe your volunteer activities at your current place of employment.

Please describe your community volunteer activities.

Please describe your volunteer activities at your church.

## References

ABACC will contact your references to gain additional insight about you. Please inform your references that ABACC will be contacting them.

### Supervisor Reference (someone you report to)

Name	<input type="text"/>	Title	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

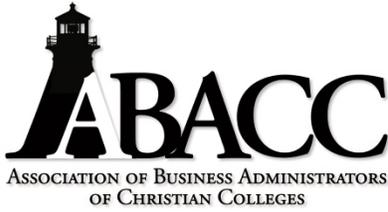
### Direct Report Reference (someone who reports to you)

Name	<input type="text"/>	Title	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

### Pastor Reference

Name	<input type="text"/>	Title	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

All responses will be kept confidential.



## Mentor Evaluation Form

Mentor:      Name: \_\_\_\_\_  
                 Institution: \_\_\_\_\_  
                 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mentee:      Name: \_\_\_\_\_  
                 Institution: \_\_\_\_\_  
                 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please provide a brief summary of your mentorship:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe the quality of your experience as a participant in this program?  
\_\_\_\_\_  
\_\_\_\_\_

Would you volunteer to serve as a mentor again in the future?  
\_\_\_\_\_

Did you feel sufficiently equipped to serve as a mentor?  
\_\_\_\_\_

Would you have liked additional training for mentors?  
\_\_\_\_\_

If yes, do you have specific suggestions/recommendations for additional training?  
\_\_\_\_\_

How clearly defined were your mentor responsibilities?  
\_\_\_\_\_

Did you have sufficient help and support from the ABACC Office?

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Is there anything else the ABACC Office should have provided to support your service as a mentor?

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How would you describe the relationship with your mentee?

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Do you think the time you spent together with your mentee was sufficient?

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Do you think the time you spent with together was helpful for your mentee?

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Did you gain personally from this relationship? If so, how?

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Would you have preferred to meet more/less with your mentee?

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What was most beneficial about your time as a mentor?

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What was least beneficial about your time as a mentor?

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What would you suggest to improve the mentor program at ABACC?

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Additional comments/concerns/ideas/suggestions/thoughts:

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Please remit your completed evaluation to the ABACC Office at [info@myabacc.org](mailto:info@myabacc.org).

Thank you!