

# ASQ Mentoring Program

## Mentor Roles and Responsibilities

MENTORING CAN BE A VERY REWARDING EXPERIENCE AND REQUIRES COMMITMENT AND RESPONSIBILITY TO SUPPORT ANOTHER IN HIS OR HER PROFESSIONAL DEVELOPMENT. AS A MENTOR, YOU HAVE THE RESPONSIBILITY FOR SHARING YOUR WEALTH OF KNOWLEDGE AND EXPERIENCES WITH YOUR PROTÉGÉ IN A MANNER THAT IS MEANINGFUL AND PROVIDES TOOLS FOR SUCH PROFESSIONAL DEVELOPMENT.

### In preparing for your mentor role, you should assess:

- Your time and availability over the next six months to a year. Will you be available to the protégé for the next year in order to establish, cultivate, and separate from this relationship in a valuable, professional manner?
- Your technical and leadership skills. What strengths or skills can you model and share with a protégé?
- Your motivation for being a mentor. Are you open, ready, and able to help another in his or her career?
- The mentors you have had in the past (both formal and informal) and some of their techniques. What did you learn from these relationships that you can share with a protégé?
- Your professional experiences. What experiences have I learned the most from? How can you share those lessons with a protégé?

### As a mentor, your responsibilities include:

- Assure that you remain available to your protégé. Check in at least twice a month, with informal contact between meetings.
- Share knowledge and experiences that will be helpful in increasing your protégé's professional performance.
- Help your protégé understand any unwritten rules of the industry or profession.
- Advise your protégé how to best overcome career or job related challenges.
- Help your protégé clarify action plans and career goals.
- Assist your protégé in opening doors to further his or her career growth.
- Set ground rules. Prior to beginning a mentorship with a protégé, be sure to review how you will interact, what the communication expectations are, and whether there are other parameters for the relationship.
- Mentoring relationships are expected to last about six months to a year. Set a reasonable timeline for the entire relationship.