



Cheat Sheet and Helpful Tips for Mentors

Excerpts from the handbook:

How to create a safe, encouraging environmentp. 5

- **Active listening** – support a conversation by staying attentive and withholding judgment.
- **Express kindness and empathy** – use words to encourage storytelling.
- **Steadiness** – keep positive communication style and attitude.
- **Professionalism** – maintaining an appropriate relationship with your mentee.

Build a foundation to encourage goal-setting behaviorp. 7

- **Share your Hanover story** – tell your mentee more about you, where you come from, why you attended Hanover, what were challenges, and what are some key lessons that you’ve learned along your path.
- **Ask open-ended, thoughtful questions** – lead with the question, “tell me about your sophomore year at Hanover” rather than “how is your sophomore year at Hanover?”
- **Find out about your students’ interests** – learn how your mentee spends their time outside of school, such as if they like to read, learn what genre or authors do they enjoy.
- **Do what you say you’re going to do** – follow up on important action steps, show up for planned meetings or be mindful if you need to cancel a planned meeting.
- **Refer to the SMART goals** – keep short-term and long-term goals in mind for yourself and your mentee and check in on the status of the progress.

Best practices when finding “real talk”p. 8

- **Education + Career** – discuss how Hanover prepared you for your professional life; draw connection in how a liberal arts education assists you in your daily work.
- **First generation college student** – tell you mentee some of the challenges in being the first to go to college in your immediate family; share successes and talk about those people or resources at Hanover that helped you throughout your four years.
- **Discovering your lifestyles** – storytelling through self-discovering can be powerful; however, the choice is up to the individual how and what they share.
- **How’s the world treating you** – whether skimming the surface or diving in, current events can be a heavy topic, but mentorship can help unpack and support.

Resourcesp. 17