

# Mentoring Strategies and Techniques Handout

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## What is it?

This handout is a concise guide summarizing key mentoring strategies and techniques to enhance the mentoring relationship.

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## Content

### Effective Communication Strategies

- Active listening: Show genuine interest, reflect, and clarify.
- Empathetic responses: Understand the mentee's perspective and validate their feelings.

### Goal-Setting Techniques

- SMART goals: Specific, Measurable, Achievable, Relevant, Time-bound.
- Action planning: Break down goals into actionable steps with timelines.

### Feedback Methods

- Constructive criticism: Offer specific, solution-oriented feedback.
- Positive reinforcement: Acknowledge progress and successes.

### Techniques for Building Trust and Rapport

- Consistent engagement: Regular check-ins and meetings.
- Confidentiality: Foster a safe and open environment.

### Conflict Resolution Strategies

- Mediation: Facilitate discussions to find common ground.
  - Open dialogue: Encourage honest and respectful communication.
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## Usage

- **Practical Guide:** Participants use this handout during practical exercises to help them perform their roles effectively.
- **Quick Reference:** Serves as a go-to tool for mentors in real-world mentoring situations.