

What to Do	How to Do It
Invest time and effort in setting the climate for learning.	Determine mentee learning style and learning needs.
Be sensitive to the day-to-day needs of your mentee.	Spend time connecting with your mentee. Ask enough questions to give you sufficient insight into your mentee's work context.
Identify and use multiple venues for communication.	Explore all available options: e-mail, videoconference, new Web-based technologies, telephone, mail, and emerging technology—and use more than one. Look for opportunities to connect face-to-face, even at a long distance.
Set a regular contact schedule, but be flexible.	Agree on a mutually convenient contact schedule, and make sure it works for you and your mentee. If you need to renegotiate a scheduled appointment, use that situation as an opportunity for connection and interaction.
Check on the effectiveness of communication.	Ask questions: Are we connecting? Is the means we are using working for us? Is it convenient?
Make sure that connection results in meaningful learning.	Is learning going on? Is the mentee making progress?
Share information and resources—but never as a substitute for personal interaction.	Set the stage to share information. Then share the information and follow up once the information is shared.

Mentor-Mentee Points of Connection

Zachary, L. J. (2000)
The Mentor's Guide,
p. 37