

Mentor Program Guidelines⁴⁵

YOUR KNOWLEDGE

- > Be aware of your roles and responsibilities - what you are supposed to be doing, and how things are to be done.
- > Observe: Watch what is going on around you - be aware of the things that are happening, and not happening in the workplace.
- > Learn: Be open to the learning opportunities surround us all the time. Try a different method or approach. Model continual learning!

YOUR ATTITUDE

- > Attitude determines how you interpret the things that come your way. Be positive. Choose to see things positively.
- > Get to know people: Strike up a conversation during lunch or break. Work on building trust. Find out what interests people. You might have more in common than you know.
- > Ask questions: Never be afraid to ask a question. If you do not get what you are looking for, try asking the question a different way. Be aware of what you say, and how you say it.
- > Listen: Remember that silence and listening are NOT the same thing. If you ask a question, be sure to really listen to the response.

YOUR BEHAVIOUR

- > Be patient with yourself and those that you are working with.
- > Do not be in too much of a rush. Do not rush your work.
- > Take action: Show initiative. If you see something that needs doing, do it. This sets a great example for others.
- > Give your best effort: Do things yourself the way you would want them to be done - Model best practices in what you do.

Do the skills, learn the trade, and pass it on!

⁴⁵ Workplace Mentoring, Nova Scotia Department of Labour and Workforce Development. "Workplace Mentoring Tips." Resource and Activity Guide. Government of Nova Scotia.