

## How to Be a GREAT Mentor ?

### Roles, Responsibilities & Behaviours of a World-Class Mentor

Becoming a great mentor is not about being the smartest person — it's about enabling **growth**, **clarity**, and **confidence** in others.

Here is a complete framework:

#### I. Core Roles of a World-Class Mentor

##### 1. The Guide (Direction Setter)

You help the mentee:

- Gain clarity on their goals
- Understand the path to reach them
- Avoid common mistakes
- Prioritize what matters

**Your role:** Convert confusion into clarity.

##### 2. The Coach (Skill Builder)

You help them build real, practical capabilities.

- Teach concepts
- Share experiences
- Provide practice activities
- Review their work
- Correct mistakes

**Your role:** Convert potential into performance.

##### 3. The Supporter (Emotional Anchor)

You motivate, encourage and uplift your mentee.

- Build confidence
- Celebrate progress
- Promote self-belief
- Offer reassurance during tough periods

**Your role:** Convert fear into confidence.

##### 4. The Challenger (Accountability Partner)

A world-class mentor doesn't sugarcoat.

You push them to:

- Perform better
- Think deeper
- Stretch beyond comfort zone
- Deliver what they committed

**Your role:** Convert excuses into action.

##### 5. The Connector (Network Builder)

Help mentees grow through:

- Recommendations
- Introductions
- Opportunities
- Real-world exposure

**Your role:** Convert isolation into opportunity.

## II. Responsibilities of a GREAT Mentor

Below is a **complete list** you can use as your personal checklist.

### 1. Create a Safe Learning Environment

- No judgement
- Open discussions
- Trust
- Honest communication

*Without psychological safety, no learning happens.*

### 2. Understand the Mentee Deeply

You must know their:

- Strengths
- Weaknesses
- Learning style
- Aspirations
- Fear areas

This helps you **customize guidance**.

### 3. Set Clear Goals with Them

Help them define:

- Short-term goals
- Long-term goals
- 30/60/90-day learning plan
- Milestones
- Action steps

*Direction + clarity = faster progress.*

### 4. Share Real-Time, Practical Knowledge

Mentees want:

- Real-world examples
- Industry insights
- Mistakes to avoid
- Scenarios
- Hands-on tasks
- Best practices

*Your experience is your real power.*

### 5. Teach How to Think, Not Just What to Do

Instead of giving answers every time:

- Ask questions
- Let them analyze
- Teach frameworks
- Encourage problem-solving

*Great mentors create thinkers, not followers.*

### 6. Provide Regular, Constructive Feedback

Your feedback should be:

- Timely

- Specific
- Actionable
- Balanced (What's good + What to improve)

*Feedback is oxygen for growth.*

## 7. Track Their Progress

- Weekly check-ins
- Skill assessments
- Review completed tasks
- Adjust the learning plan when needed

*Monitoring = Momentum.*

## 8. Hold Them Accountable

- Ensure they complete assignments
- Help them develop discipline
- Push when they slow down

*Accountability turns knowledge into results.*

## 9. Be Available at the Right Times

Not 24x7 — but:

- For doubts
- For decision-making moments
- For resolving blockers

Communication can be:

- WhatsApp
- Zoom
- Calls
- Slack
- Email

## 10. Maintain Confidentiality

A world-class mentor keeps:

- Conversations private
- Mentee issues protected
- Trust unbroken

*Trust = Power.*

## 11. Lead by Example (Walk the Talk)

- Practice what you preach
- Show professionalism
- Demonstrate discipline
- Be a life-long learner

Mentees learn more by watching you than listening to you.

## 12. Inspire Personal and Professional Growth

You guide them beyond skills:

- Mindset
- Confidence
- Communication
- Work habits

- Attitude
- Discipline
- Leadership

You help them become a **stronger human**, not just a stronger professional.

### III. Qualities of a World-Class Mentor

Here are daily habits and behaviors:

- ✓ Be patient
- ✓ Be a great listener
- ✓ Be empathetic
- ✓ Be consistent
- ✓ Share generously
- ✓ Stay humble
- ✓ Encourage self-learning
- ✓ Celebrate their wins
- ✓ Show belief in their abilities
- ✓ Maintain high standards
- ✓ Never stop learning yourself

### IV. What Makes You a WORLD-CLASS Mentor?

You become world-class when:

- Your mentees achieve their goals
- Your mentees grow faster with you than without you
- Your mentees feel supported, accountable, and inspired
- Your mentees credit you for transformation
- You build long-lasting relationships

A mentor becomes great **not by teaching**, but by **creating transformation**.

**1. Mentor Self-Assessment Checklist (Score: 1 to 5)**

Rate yourself on each point where:

**1 = Needs Improvement | 2 = Below Average | 3 = Good | 4 = Very Good | 5 = Excellent**

**A. Mentorship Mindset**

Skill / Behavior	Score (1–5)
I genuinely enjoy helping others grow	
I maintain a positive, supportive attitude	
I lead by example (discipline, ethics, behavior)	
I show humility and openness to learning	

**B. Communication**

Skill / Behavior	Score (1–5)
I listen actively without interrupting	
I communicate clearly and professionally	
I ask the right questions instead of giving answers immediately	
I give constructive feedback respectfully	

**C. Relationship Building**

Skill / Behavior	Score (1–5)
I build trust quickly and consistently	
I maintain confidentiality	
I make my mentee feel safe to share openly	
I show empathy and understanding	

**D. Goal Setting & Career Guidance**

Skill / Behavior	Score (1–5)
I help mentees define realistic goals	
I provide clarity and direction	
I help them prioritize and focus on what matters	
I guide them with short-term + long-term planning	

**E. Skill Development & Knowledge Sharing**

Skill / Behavior	Score (1–5)
I share real-world scenarios and insights	
I teach concepts clearly with examples	
I provide hands-on tasks or assignments	
I track and review mentee progress consistently	

**F. Accountability & Motivation**

Skill / Behavior	Score (1–5)
I hold mentees accountable for commitments	
I push them outside their comfort zone	
I motivate them during setbacks	
I celebrate their wins and achievements	

**G. Professional Discipline**

Skill / Behavior	Score (1–5)
I am punctual and consistent with sessions	
I respond within reasonable time	
I set and manage expectations clearly	
I maintain a professional yet friendly approach	

**★ Scoring Guide**

- **90–110 = Exceptional Mentor (World-Class)**
- **75–89 = Strong Mentor (Needs small improvements)**
- **60–74 = Good Mentor (Improve certain areas)**
- **Below 60 = Developing Mentor (Needs structured improvement)**

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## 2. Mentor–Mentee Agreement Format (Professional Template)

### Mentor–Mentee Agreement

This agreement establishes the roles, expectations, and commitments between the Mentor and the Mentee for a productive mentorship relationship.

#### 1. Parties Involved

- Mentor Name: \_\_\_\_\_
- Mentee Name: \_\_\_\_\_
- Start Date: \_\_\_\_\_
- End Date (optional): \_\_\_\_\_

#### 2. Purpose of Mentorship

The purpose of this mentorship is to support the mentee in achieving:

- Skill development
- Career advancement
- Technical and personal growth
- Professional discipline
- Confidence building

#### 3. Mentor Responsibilities

The Mentor agrees to:

1. Provide guidance, structure, and support
2. Share knowledge, examples, and real-time scenarios
3. Help define goals and track progress
4. Offer constructive feedback regularly
5. Maintain confidentiality
6. Motivate and challenge the mentee
7. Lead by example and show professionalism
8. Be available at agreed times

#### 4. Mentee Responsibilities

The Mentee agrees to:

1. Attend sessions on time
2. Complete assignments or tasks given
3. Communicate honestly about challenges or doubts
4. Accept feedback positively
5. Show commitment and consistency
6. Respect the mentor's time and availability
7. Maintain professionalism and discipline

#### 5. Communication Guidelines

- Preferred communication channels: \_\_\_\_\_  
(WhatsApp, Email, Zoom, Microsoft Teams, Phone, etc.)
- Response timelines: \_\_\_\_\_
- Session frequency (weekly/bi-weekly/monthly): \_\_\_\_\_

## 6. Goals & Expected Outcomes

The mentee aims to achieve the following:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 7. Confidentiality Clause

Both parties agree that all conversations, shared documents, performance discussions, and personal matters will remain private and confidential.

## 8. Termination Clause

Either party can end the mentorship with a clear reason and at least **7 days' notice**, ensuring a respectful and smooth closure.

## 9. Signatures

**Mentor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mentee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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