

# Tips for Mentoring Relationships

## Approach

- *Consider yourself a co-learner;*
- *Expect to gain as much from your colleagues as you provide to them*

## Communicating

- *Maintain confidentiality to build a trusting relationship*
- *Spend more time listening than talking*
- *DO listen, empathize, encourage, understand, critique, accept*
- *DO NOT over-sell technology, badger, hype, preach, push, pull, coerce, criticize, dismiss*
- *Communicate expectations*
- *Present small amounts of information and new skills as needed*
- *Avoid information "dumps" or "over-load"*
- *Share challenges that you have faced and strategies you used in those situations -- both successful and not*
- *Talk through your thinking processes and analyze together*
- *Communicate about topics other than technology*
- *Broaden your relationship*

## Managing Time

- *Plan dates and times to meet*
- *Print and distribute the schedule*
- *Vary the place and time that you meet when possible to provide a fresh perspective*

## Modeling

- *Offer to be observed, to observe, to plan & research together, to co-teach*
- *Avoid teaching technology skills or lessons for your colleagues*
- *Share and demonstrate goal techniques and approaches*

## Leading and Encouraging

- *Work from your colleague's comfort level and experience while gradually adding to both*
- *Confident steps on stable footing produce more progress than ambitious efforts that over-reach*
- *Keep the focus on teaching practice and student achievement rather than specific technology skills or software applications*
- *Provide printed tips, how-to's, and summaries for reference*
- *Suggest that your colleague keep an on-going list of questions and needs to discuss when you meet*
- *Anticipate potential concerns and problems and prepare ideas to address them*
- *Be mindful of your colleague's stress level*
- *Take measures to reduce stress*

