



JOHNS HOPKINS
CAREY BUSINESS SCHOOL

MENTOR GUIDE

The various mentoring opportunities at Johns Hopkins Carey Business School connect students with alumni and other mentors, fostering personal and professional growth for all participants. Through honest, thoughtful conversations, students share their goals and work with mentors to create actionable career plans, and mentors offer guidance in areas where they have unique expertise.

A good mentor is someone who actively listens, provides constructive feedback, and fosters a supportive and empowering environment. Mentors are not just advisors, but also guides who will help develop critical thinking and problem-solving skills. This includes being a positive role model, offering encouragement, and facilitating connections to resources and opportunities.

This guide provides some tips and guidance in building your mentorship skills.

Benefits of being a mentor

- » Fosters reflection on one's own growth and contributions
- » Strengthens coaching and leadership skills
- » Improves listening, questioning, and feedback abilities
- » Enhances storytelling and knowledge sharing
- » Expands professional networks

Mentor expectations

- » Allow mentee to lead the relationship, setting goals and scheduling meetings
- » Be available regularly and offer support through agreed-upon communication channels and cadence
- » Focus on guiding mentees through powerful questions, avoiding direct advice
- » Help mentees think through career goals and actionable steps
- » Foster open dialogue, discussing both successes and failures

Student development competencies

Mentors and mentees should focus on the following key competencies:

- » **Empathy:** Active listening, understanding diverse perspectives
- » **Growth mindset:** Continuous learning and self-reflection
- » **Resilience:** Adaptability and perseverance through challenges
- » **Innovative perspective:** Creativity and problem-solving
- » **Leadership:** Inspiring others, team building, effective communication

How to Be a Great Mentor with Carla Harris

Having a mentee is a great privilege. You get to guide someone with your knowledge of the industry. This person treasures you and your perspective. This can be a lot of pressure, but don't worry! Here are some tips I use when mentoring my own mentees.



SKILLS OF AN EFFECTIVE MENTOR

Active listening and empathy

- » **Focus on understanding:** Effective mentors dedicate time to truly listen to their mentees, understanding their perspectives, challenges, and goals
- » **Ask clarifying questions:** Probe deeper by asking open-ended questions, which encourages mentees to think critically and articulate their thoughts effectively
- » **Empathize with your mentee's situation:** Demonstrate empathy and understanding, creating a safe space for the mentee to share their experiences and concerns

Constructive feedback and guidance

- » **Provide actionable feedback:** Offer specific, constructive feedback that helps the mentee improve, focusing on both strengths and areas for development
- » **Balance encouragement with realism:** While maintaining a positive and optimistic outlook, you should also provide honest assessments and guide mentees in making realistic plans
- » **Facilitate problem-solving:** Help mentees develop their own solutions, rather than simply providing answers, encouraging them to think critically and independently

Building a supportive relationship

- » **Be a positive role model:** Lead by example, demonstrating the skills and behaviors you want to see in your mentees, such as professionalism, enthusiasm, and a commitment to learning
- » **Encourage and empower:** Be a source of encouragement, celebrating successes and offering support during challenging times
- » **Facilitate networking and resource access:** Leverage your experience and connections to introduce mentees to valuable resources, opportunities, and professional networks
- » **Be consistent and available:** Regular and reliable communication is crucial. Be accessible and responsive, providing guidance and support as needed
- » **Respect boundaries and maintain confidentiality:** Respect boundaries and maintain confidentiality, fostering a trusting and respectful relationship

Fostering independence and growth

- » **Encourage independent thinking:** Empower mentees to make their own decisions, fostering a sense of ownership and responsibility
- » **Help mentees identify their strengths and weaknesses:** Guide mentees in understanding their capabilities and areas for improvement, helping them set realistic goals
- » **Promote continuous learning:** Inspire a passion for ongoing personal and professional development, encouraging the pursuit of new knowledge and skills