



GUIDED MENTORSHIP PROGRAM

ENGAGE. ENCOURAGE. EXCEL.

ASHP Quick Guide on Being a Successful Mentor

The Role of the Mentor:

A mentor is someone who guides another person by sharing insight, advice, and modeling positive behaviors. The mentor strives to develop a partnership between themselves and the mentee focused on trust, learning, and growth.

Responsibilities of the Mentor:

1. Be fully supportive of the mentee's professional development and provide encouragement and guidance based on your past experiences.
2. Consider yourself a professional sounding board for your mentee. Create a positive counseling relationship and climate for open communication.
3. Allow the mentee to take initiative in leading communication and preparing for meetings
4. Lead your mentee through the problem-solving processes while sharing your thought process and constructive feedback along the way.
5. Refer and connect your mentee with individuals whom you think will be helpful to their personal and professional development journey.
6. Solicit feedback from your mentee to continue your professional development journey.
7. Treat all communications between you and your mentee as confidential.
8. Be realistic about time constraints and honor your commitments to mentoring. Build mentoring into your schedule with realistic time commitments.

General Resources:

1. If your mentee asks about a topic that you are not familiar with or that you want to provide them with extra sources about, feel free to direct them to the following for additional readings:
 - a. [ASHP Connect](#)
 - b. [AJHP](#)
 - c. [ASHP Resource Centers](#)
 - d. [Harvard Business Review](#) (most popular searches)
2. Additional ASHP Mentoring Resources
 - a. [ASHP Guided Mentorship Program Resource Library](#) and the [ASHP Mentorship Resource Center](#)
 - b. [ASHP Preceptor Toolkit](#)
 - c. [Webinar: Establishing Mentoring Relationships to Build Future Success at Any Stage in Your Career](#)



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Diversity, Equity, and Inclusion Resources for Mentors:

1. Behaviors to be aware of
 - a. A natural power dynamic can occur between a mentor and a mentee. If you are comfortable, be clear in your desire to serve as a confidant for your mentee but recognize that they might not always be comfortable coming to you. Consider providing an alternative or additional source to whom they can report behavior or other concerns
 - b. Be aware of speaking over your mentee as it could be perceived as if you are not listening or respecting their right to speak
 - c. Use language such as:
 - i. Am I interpreting what you are saying correctly? Am I misinterpreting what you are saying?
 - ii. How can I support you?
 - d. Be receptive rather than defensive when a student is reporting problematic behavior and/or experiences to you
 - e. Serve as an important source of support for your mentee
2. [ASHP Inclusion Center](#)
3. Cultural competency readings
 - a. [Resource Bank from DHHS Think Cultural Health](#)
 - b. [Raising pharmacists' cultural awareness](#)
 - c. [Cultural Awareness in Intercultural Mentoring: A Model for Enhancing Mentoring Relationships](#)
 - d. [Microaggressions and creating an engaging and inclusive environment](#)