

## GIVING FEEDBACK AS A MENTOR

**Giving positive and constructive feedback, relevant to the Mentee's goals, allows you to guide your Mentee towards professional growth, improvement, and development.**

Enrollment & Pairing

Goals & Expectations

**Mentoring Meetings**

Assess Successes

Report Results

**Apply this content during the Mentoring Meetings section of the Mentoring Lifecycle. Applying the best practices below will allow you to maximize your effectiveness when giving feedback.**

### **Make Feedback a Conversation**

- Be specific, objective, accurate, and timely in your feedback.
- Use “I” statements, avoid “you” statements.
- Be aware of body language, tone, and non-verbal cues on how your feedback is being received, being willing to adjust your approach as needed to ensure your Mentee is understanding.

### **Facts Based**

- Stick to the facts (e.g., what was done or said, how the situation was handled, etc.).
- Share similar situations from your past, how you handled it, what were the outcomes, and what you learned from that experience.
- Help the Mentee see the situation from other viewpoints based on the facts.
- Provide perspective and best practices with tangible action items.

### **Results or Impacts**

- Highlight the results or impacts based on the action that was taken.
- Give alternative actions that could be taken to create better results or impacts.
- Provide different vantage points for seeking the desired outcome.
- Utilize the Sandwich method (open your feedback with positive comments, followed by the main message, and then some final positive comments).

### **Make Progress**

- Expanding self-awareness helps the Mentee understand the why.
- Outline what you would like to see done in the future.
- Provide details on how situations could be handled differently going forward.
- Stay positive and focus on the overall progression and improvement of the Mentee.