

Worksheet for Mentors: Identifying Opportunities to Give Effective Feedback

The best feedback is immediate. Don't wait six months to tell someone that they have done a great job or that they are not meeting your expectations. This kind of delayed feedback is hollow and demoralizing. Instead, look for opportunities in everyday encounters to provide your mentee with effective, objective feedback. After all, this is part of the reason that he or she is in a mentoring relationship with you: to learn from the wisdom of your experience!

Below are some reflection questions to help prompt your thinking:

Something that my mentee does really well is:

An example (think behavior and actions) of when he or she did this is:

What this demonstrates about him or her is:

Something that my mentee could improve upon is:

An example (think behavior and actions) of when he or she did this is:

How this impacts me/others is: