



Workplace Mentoring Tips

STRATEGIES for the Workplace

YOUR KNOWLEDGE: Be aware of your roles and responsibilities - what you are supposed to be doing, and how things are to be done..

- **Observe:** Watch what is going on around you - be aware of the things that are happening, and not happening in the workplace.
- **Learn:** Be open to the learning opportunities surround us all the time. Try a different method or approach. Model continual learning!

YOUR ATTITUDE: Attitude determines how you interpret the things that come your way. Be positive. Choose to see things positively.

- **Get to know people:** Strike up a conversation during lunch or break. Work on building trust. Find out what interests people...You might have more in common than you knew.
- **Ask questions:** Never be afraid to ask a question. If you do not get what you are looking for, try asking the question a different way. Be aware of what you say, and how you say it.
- **Listen:** Remember that silence and listening are NOT the same thing. If you ask a question, be sure to really listen to the response.

YOUR BEHAVIOUR: Be patient with yourself and those that you are working with. Do not be in too much of a rush. Do not rush your work.

- **Take action:** Show initiative. If you see something that needs doing, do it. This sets a great example for others.
- **Give your best effort:** Do things yourself the way you would want them to be done - Model best practices in what you do.
- **Share:** Share your knowledge and experiences with others.

DO THE SKILLS, LEARN THE TRADE, AND PASS IT ON!