

## To be an effective Learning Partner

- Demonstrate intellectual curiosity, passion to learn
- Practice active listening
- Take initiative and follow through on your stated goals
- Practice patience and tolerance for ambiguity, complexity and change
- Be willing to experiment and take chances
- Seek feedback
- Learn by doing
- Appreciate your failure and mistakes
- Track and report on progress

## To be an effective Mentor

- Set high expectations – expect excellence
- Know the purpose – avoid “scope creep”
- Provide objective, professional guidance
- Stimulate and cultivate the learning partner’s aspirations
- Be accountable – be a role model
- Establish clear and approachable communication mechanisms
- Keep it confidential
- Measure progress
- Provide objective, specific and encouraging feedback; ask for feedback
- Say good-bye