

Leading

Supporting

Developing

MENTORING READINESS INVENTORY

Use the following to assess your readiness to mentor others and to gain greater understanding of the skills you have to support a colleague as well as what requires developing. Periodically retake this inventory. On this scale 1 indicates you are uncomfortable or unskilled in this area and 5 indicates a very high comfort/skill level. Adapted from Li, Z (2000).

Practice/Skill	1	2	3	4	5
Building and Maintaining Relationships. Possess a genuine interest and persistence in developing meaningful relationships with colleagues.					
Communication Skills. Appreciate open, clear and respectful communication, practice effective listening skills and cognizant of nonverbal cues.					
Encouraging. Have the capacity to motivate, inspire and build confidence in others.					
Decision making and problem solving. Ability to promote and enable self-directed decisions and solutions as well as ask key questions.					
Goal setting. Ability to develop and evaluate goals that are specific, measurable, action-oriented, realistic/results-oriented and time-bound (SMART goals).					
Guiding and navigating. Knowledge of the work environment including policies/procedures to guide a colleague, help maintain focus and set boundaries.					
Networking. Have sufficient understanding and ability in support a developmental network formation.					
Managing conflict. Comfort level with inviting conversation on difficult topics and negotiating a win-win plan. Model taking responsibility for one's actions.					
Providing and receiving feedback. Listening skills are sufficiently developed to accurately hear, reflect and summarize information enabling effective, timely and constructive feedback. Ability to receive feedback.					
Assess and reflect. Ability to step back, evaluate, process and consider the implications for future actions.					
Debriefing teachable moments. Ability to help individuals to fully assess and analyze situations and failed solutions.					
Sensitivity to differences. Willing to address sensitive topics such as bias related to gender, race/ethnicity and disability and acknowledge the barriers to career success created by bias (personal and institutional). Regularly reflect on one's own behavior and assumptions.					
Sponsor. Possess the social influence, connections and communication skills to promote an individual's worth, steer the individual towards advantageous work responsibilities and commitments, and support advancement.					
Coach. Ability to guide self-assessment. Provide focused skill development, and give feedback on future direction/long term goals.					