

## MENTORING SKILLS CHECKLIST - ASSESSING YOUR STYLE AS A MENTOR

---

Place a rating in the appropriate box next to each question according to the following scale:

1. Rarely behave in this way/significant development need
2. Sometimes behave in this way/could do more
3. Often behave in this way/ competent in this area
4. Continually demonstrate skill in this area/significant strength

	Rating of 1-4
<b>Personal style</b>	
1. I build rapport and establish trust	
2. I maintain confidentiality	
3. I am committed to the development of people	
<b>Giving feedback</b>	
4. I am forthright, constructive and challenging when giving feedback	
5. I help people to gain new insights	
6. I always try to give specific examples	
7. I balance the positive with the negative	
<b>Questioning</b>	
8. I spend time questioning and probing others in order to understand problems fully	
9. I use questions to help others review their progress	
10. I ask questions in order to understand people better, and what motivates them	
11. I use a variety of questioning skills for different situations and purposes	
<b>Setting objectives and direction</b>	
12. I help others to set clear and achievable goals	
13. I encourage others to work towards challenging professional & personal development goals	