

Before taking on a new mentoring role, it may be valuable to reflect on your skills relevant to mentoring. This self-reflection tool is designed to help you evaluate your comfort utilizing several skills commonly used by UAA Mentors and developing a plan to enhance skills in those areas that you want to grow.

Consider your comfort level in using the mentoring skills below. Check that column that represents your comfort level

1 – Not comfortable

2 – Moderately comfortable

3 – Very comfortable

Skills	1	2	3
Developing relationships			
Networking			
Listening			
Asking open-ended questions			
Managing conflict			
Coaching			
Reflecting			
Encouraging			
Providing feedback			
Receiving feedback			
Guiding			
Problem-solving			

Which skills are current strengths? When have I used one or more of these skills to help someone?

Mentoring Skill(s) Development Plan

What skill do I want to develop?	How will developing this skill help me meet my professional goals?	What steps can I take to develop this goal?	How can others help me develop this skill? Are there trainings or professional development available on campus?	How will I know if I have succeeded in developing this skill?