

How good a mentor am I?

	Almost Never	Seldom	Sometimes	Usually	Almost Always
1. I prepare myself for the meeting	1	2	3	4	5
2. I deliver feedback directly instead of talking to others	1	2	3	4	5
3. I time the conversation so I can pay full attention to the discussion	1	2	3	4	5
4. I make my positive intention clear to the other person	1	2	3	4	5
5. I identify a common goal in the conversation	1	2	3	4	5
6. I use a few facts and specifics to describe the situation, if applicable	1	2	3	4	5
7. I focus on behaviors and actions instead of generalizations	1	2	3	4	5
8. I limit my feedback to one important issue instead of covering many topics at once	1	2	3	4	5
9. I explain the impact of the situation briefly and objectively	1	2	3	4	5
10. I ask questions to encourage the other person's response	1	2	3	4	5
11. I listen openly to what the other person has to say	1	2	3	4	5
12. I summarize the other person's key points to show interest and confirm understanding	1	2	3	4	5
13. I discuss possible solutions and next steps	1	2	3	4	5
14. I avoid coming across like an expert when making suggestions	1	2	3	4	5
15. I agree on what will happen next	1	2	3	4	5
16. I manage my own expectations about the right solution.	1	2	3	4	5

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