

**DOD Mentoring Resource Portal**

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**MENTORING ACTIVITIES**

Mentor/Mentee Relationship Management

## MENTORING ACTIVITIES

### Purpose:

To offer a set ideas for mentoring activities.

### Audience:

Mentors

### Context:

After matching selected Mentors to Mentees, HR (or the Mentoring Program Coordinator) should provide general guidelines to the Mentors on how to have a successful mentoring relationship. This information should be accompanied by some sort of training.

### How to Use:

- **Step 1:** Customize the guide and make any adjustments to fit specific DOD Component/Agency mentoring needs.
- **Step 2:** Add additional information specific to your DOD Component/Agency, such as additional guidelines for successful mentoring relationships.
- **Step 3:** Share the guide with the mentors.

### Common Terms

The following are common terms associated with the DOD Mentoring Resource Portal:

*Mentor*, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

*Mentee*, also known as Mentee or Learner, is the more junior person being mentored.

*Mentoring Program Coordinator*, also known as Mentoring Program Manager, is responsible for the overall management of the Mentoring Program.

### Information Source Disclaimer

Most of the information on this mentoring resource was obtained from the following sources: [Headquarters, Department of Army, DCS, G-1 ARMY MENTORSHIP HANDBOOK](#). All content is provided for informational purposes only.

## 1.0 MENTORING ACTIVITIES

Formal training is just one small part of a professional or leader's development. When thinking about appropriate developmental activities, be creative! Some things to consider:

- Reading books, articles, journals, Government/DoD/Component specific news publications, etc.
- Trying new projects/special assignments
- Covering for peers who are TDY or on leave
- Volunteering for temporary details/TDYs/assignments/deployments to other positions
- Giving briefings/presentations
- Assuming lead POC responsibilities
- Joining or chairing Process Action Teams/Working Groups
- Involvement in projects/task forces/organizational change efforts
- Representing the supervisor at meetings
- Professional society participation
- Conferences/symposia
- Activity presentations/special events
- Authoring professional publications
- Teaching subject matter courses
- Mentoring someone with less experience themselves
- Observation experience (then practicing desired skills)
- Informational interviews
- Participation on selection panels
- Community service