

## Mentoring Do's and Don'ts

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Below is a summary of the key concepts for buying organizations to remember when mentoring their M/WBE suppliers. The table below provides “do's and don'ts” to reinforce key concepts.

Do's	Don'ts
Set specific growth & development goals	Set vague or no goals
Provide incentives for becoming a mentor	Forget to provide mentoring incentives
Ensure the agreement is flexible	Write an inflexible agreement
Listen to protégé's concerns and suggestions	Assume you know it all
Establish a plan and budget	Start program without sufficient resources and management commitment
Seek advice and support from external M/WBE advocacy organizations	Ignore essential external support resources and M/WBE assist agencies
Track specific results	Forget to measure benefits
Tie the M/WBE mentoring program to the organization's Supply Chain Management process	Make the M/WBE mentoring a stand-alone program
Prepare written policies and procedures to ensure standard and repeatable success	Rely on “corporate memory” to repeat the mentoring process
Establish a M/WBE Mentoring Program award program	Forget to recognize key supporters
Hesitate to use external consultants to set up and guide your mentoring program	Try and go it alone.
Realize change takes time. Allow for a learning curve.	Set unrealistic expectations or be impatient for results.
Build the business case for mentoring	Assume everyone will understand benefits
Publicize success stories, both internally and externally.	Forget to share results.

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