

Mentoring Skills – Self Assessment

Complete the questionnaire to stimulate your thinking around good communication practices for mentoring. It may also give you indication of areas you may wish to improve on through your mentoring role.

Listening Skills	Needs Work	Developing Well		Highly Developed	
I usually use non-judgemental body language to communicate (eye contact, smiling, nodding etc)	1	2	3	4	5
I usually listen without interrupting	1	2	3	4	5
I usually listen non-judgementally without using personal referencing or personal curiosity and do not make assumptions	1	2	3	4	5
I usually listen for assumptions, inferences, perceptions, perspectives in others.	1	2	3	4	5
Inviting Thinking In Others	Needs Work	Developing Well		Highly Developed	
I am aware that the tone of my voice impacts the way others perceive me and am usually mindful of this when attempting to create an open dialogue.	1	2	3	4	5
I usually use plural forms to stimulate responses (eg. “What are some ways...”)	1	2	3	4	5
I often use exploratory language to encourage ideas (eg. “How Might”)	1	2	3	4	5
Sustaining Thinking in Others: Questions	Needs Work	Developing Well		Highly Developed	
I usually ask open questions (using how, why etc) and avoid a yes/no format?	1	2	3	4	5
I regularly ask questions which produce new insights (eg. “how might this strategy impact on your research/students/colleagues etc”)	1	2	3	4	5
I often ask questions to clarify explanations and ideas (eg. “In what ways...”)	1	2	3	4	5
I often ask for examples to evidence ideas/strategies.	1	2	3	4	5
I usually ask questions to examine implications, consequences, inferences or assumptions (how actions may influence the future).	1	2	3	4	5

Sustaining Thinking in Others: Pausing and Paraphrasing.	Needs Work	Developing Well		Highly Developed	
I normally pause After asking a question After hearing a response Before making a response or asking a question	1	2	3	4	5
I usually paraphrase To acknowledge and clarify emotion To acknowledge and clarify content To summarize/organise content.	1	2	3	4	5
Extends Thinking in Others	Needs Work	Developing Well		Highly Developed	
I often provide further information on relevant topics	1	2	3	4	5
I signpost people to other resources when necessary	1	2	3	4	5
I can help others to develop realistic frame the expectations of others before they take action.	1	2	3	4	5
I often encourage others to think independently and make their own decisions.	1	2	3	4	5
I normally encourage others to trust themselves and accept responsibility for decisions they make.	1	2	3	4	5
Boundary Setting	Needs Work	Developing Well		Highly Developed	
I do not usually take on the problems of others as my own	1	2	3	4	5
I often admit when I am not prepared or cannot deal with a situation.	1	2	3	4	5