



Wednesday, March 30, 2016  
Coordinator Table Talks – Leadership & Mentoring  
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# *LEADERSHIP*

## Creating a Satisfying Workplace

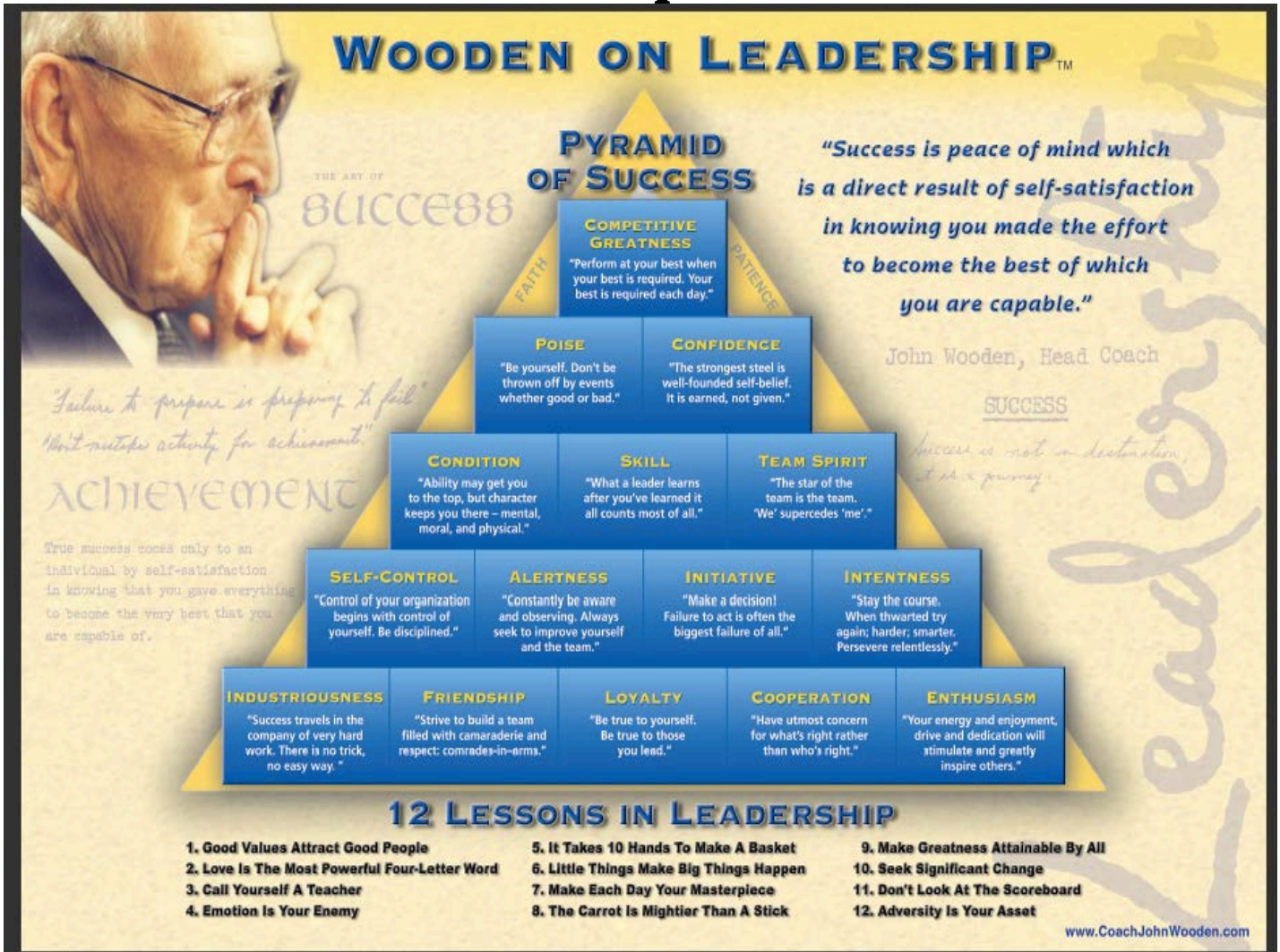
- Set clear expectations
- Connect efforts to the institutions missions
- Give constructive feedback and recognition
  - Identify topic/issue of feedback
  - Provide specifics
  - Be direct and sincere
  - If positive feedback, express appreciation
  - If negative feedback, express concern
  - Give Feedback in person, not via email
  - State observations not interpretations
- Encourage and reward thoughtful risk-taking
- Show care, interest and concern for each other
- Plan team building activities
- Unplanned rewards
- Managing well = clarity, connection, feedback, interest
- Job satisfaction is a joint responsibility

## Leading vs. Managing





# Leadership Lessons



## APPRECIATION

- Reliability & Dedication
- Easy to communicate with
- Positive Attitude
- Approachable
- Flexibility
- Accessibility
- Team player
- Problem-solver, solution oriented
- Integrity

**A person who feels appreciated will always do more than what is expected.**



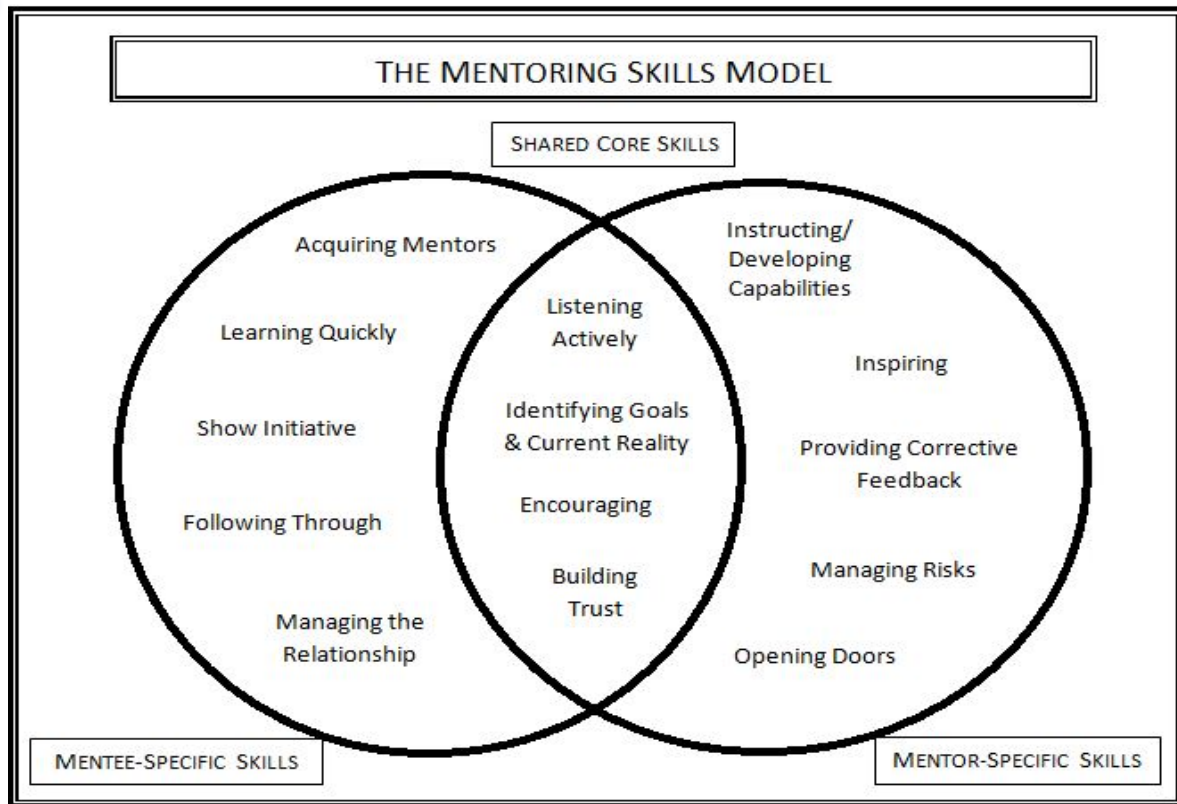
# MENTORING

## Mentoring vs. Coaching

	<b>Mentor</b>	<b>Coach</b>
	Someone who helps someone else learn something that he or she would have learned less well, more slowly, or not at all if left alone" – Chip Bell, author/consultant	Interactive process through which managers and supervisors aim to solve performance problems or develop employee capabilities
<b>Focus</b>	Individual	Performance
<b>Role</b>	Facilitator with no agenda	Specific Agenda
<b>Relationship</b>	Self-Selecting	Comes with the job
<b>Source of Influence</b>	Perceived value	Position
<b>Personal returns</b>	Affirmation/learning	Teamwork/Performance
<b>Arena</b>	Life	Task Related

<b>Advantages of Mentoring</b>	<b>Disadvantages of Mentoring</b>
<ul style="list-style-type: none"> <li>Advantages for the mentee: <ul style="list-style-type: none"> <li>Career advancement</li> <li>Salary</li> <li>Organizational/Professional identification</li> </ul> </li> <li>Advantages for mentor: <ul style="list-style-type: none"> <li>Career enhancement</li> <li>"Passing the torch to the new generation"</li> <li>Learning from mentee – new technologies, new developments, important features of the next generation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Disadvantages for the mentee: <ul style="list-style-type: none"> <li>Overdependence on the mentor</li> <li>Micro-management from the mentor</li> <li>Negative halo from mentor who fails</li> </ul> </li> <li>Disadvantages for the mentor: <ul style="list-style-type: none"> <li>Mentee dependence on mentor</li> <li>Time, energy, commitment to mentee</li> <li>Negative halo from mentee who fails</li> </ul> </li> </ul>





## Goal Setting with Mentor

