Welcome
Andhra Pradesh
Human Resource Development Institute
Bapatla

Leadership Qualities, Duties and Responsibilities of Mentors

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The Secret of all Development in the entire human history is ...?
OBSERVATION

Analytical Observation

Critical Observation

Constructive Observation
The secret of Learning is?

Improve Observational Skills

80% with ...

11% with ...

So,

Points Observed are Lessons Learnt

Lessons learnt improve further Observation

The spiral goes on endlessly, and you IMPROVE continuously.

This is, self-managed Self-Development.
Wake up Early

Work on Yourself

Physically,
Mentally,
Intellectually,
Emotionally,
Morally,
Socially
and so on ... to

WIN IN LIFE
How to make YOURSELF More VALUABLE?
Be wanted and not unwanted.

Be a Life-long Learner.
Analysis produces Choices
Choices necessitate Decisions
Decisions require Actions
Actions generate Results
Results add to Experience
Experience improves
Thinking / Questioning
Thinking develops
Creative Thinking
Creative Thinking inspires Ideas
Ideas inspire Change
Change brings about Development
Development
improves Everything
And understandably,
VALUE ADDITION, takes place.

Develop your Analytical Abilities
Develop Your Decision-making Abilities
Develop your Action-orientation
Be Focussed on Results
Results must be Reviewed
Review must improve future actions
Think Differently, to Make A Difference

Let Creative Thinking be your USP
Become an IDEAS-PERSON
Become a Change Agent - Lead
As a Leader – You are More Purposeful
Being Purposeful makes you Effective

When you are EFFECTIVE,
VALUE ADDITION, takes place
LEARN
~ to appreciate the value of
Life,
Time,
Money,
Opportunity,
Love,
Respect,
Patriotism,
Values, etc.
LEADERSHIP QUALITIES
"Be the change you want to see in the world."

Mahatma Gandhi
Presentation Objective:

To encourage the participants to be able to understand and appreciate the importance and need for taking the initiative to develop and further continuously improve their **Leadership Qualities** in Personal, Professional and Social Lives ~ through an **INTERACTIVE SESSION.**
The next moment, can become a Learning moment, a Turning point, a Transformational moment.
Let us start our Interactive session with some Qs.

A Leader is one Who knows the way, Shows the way, Goes the way, and accomplishes the task.
Democracy is retreating from the world

The latest report by the Freedom House, an independent watchdog organisation, says democracy is on a retreat globally.

25.6% of world population was not free in 2018. Nearly 30% was only partly free. 44% was free.

68 countries saw net declines in political rights and civil liberties, with only 50 registering gains.

Source:
https://mail.google.com/mail/u/0/#inbox/FMfcgxxwCgzFTnnJvfXMLsKLvMGXBxFTg
In which area, Leadership is **not** required?
What happens, if there is **NO Leadership**?

Friction, Confusion, Chaos, Under-performance, Disappointment, Failure, Lack of Progress, Stagnation and so on . . .
So as to experience a purposeful, effective, satisfying, fulfilling and contributing LIFE ~ Continuously
The essence of leadership is service to others

On a basic level, as a leader, you exist to:
1. Inspire others to strive for excellence
2. Ensure the work environment is safe, challenging, and fair
3. Teach, mentor, provide guidance to help them to succeed

Selfless Acts of Kindness make us genuinely Happy
~ Times of India, dt. Oct, 2, 2018

Become a Change Agent
Be Different

and

Become a Leader
Become a Change Agent
Raju Nene
Bantu Nene!
Manthri Nene!!
Go the Extra Mile . . .
That’s what all Winners do
Samkalpamvalla ~
Aalochanavalla ~
Aacharanavalla ~
Aasayasiddhi.

Mee Jeevithaasayam Emiti?

Niramtharaadhyaana
Seelathvam –

Read at least one book,
if not every month,
at least,
every two or three months.
### Leadership Traits and Skills

**Traits**
- Adaptable to situations
- Alert to social environment
- Ambitious and achievement orientated
- Assertive
- Cooperative
- Decisive
- Dependable
- Dominant (desire to influence)
- Energetic (high activity level)
- Persistent
- Self-confident
- Tolerant of stress
- Willing to assume responsibility

**Skills**
- Clever (intelligent)
- Conceptually skilled
- Creative
- Diplomatic and tactful
- Fluent in speaking
- Knowledgeable about group task
- Organised (administrative ability)
- Persuasive
- Socially skilled

**Leaders will also use:**
- Integrity
- Honesty
- Compassion
- Humility
Leadership Qualities
Leadership Qualities

1. Ability to take on responsibilities
2. Ability to put in extra work to help others
3. Ability to teach and develop second line
4. Willingness to share complete knowledge with team members
5. Must know the goals and responsibilities of the team and communicate the same

Contd. ...
6. Do his utmost for the achievement of the team goals
7. Make everybody in the team participate
8. Assign responsibilities to team members
9. Lead in time of trouble
10. Accept responsibility for failures

Contd. ...
11. Deployment of knowledge for problem-solving
12. Achievement orientation
13. Commitment
14. Discipline
15. Documentation
16. Flexibility
17. Communication Skills – including body language
18. Always strive to surpass expectations.
19. Self-assessment and willingness to improve
20. Willing to receive feedback for improvement
21. Being a good person - without any prejudice – fair and just  
22. Positive attitude  
23. Creative approach  
24. Planning and Implementation skills  
25. Persuasive and supportive  
26. Willing to take initiative  
27. Motivating and inspiring  
28. Ability to observe carefully  
29. Listens attentively  
30. Reviews carefully
31. Coordinates effectively
32. Combines hard-work with smart work
33. Demonstrates Enthusiasm
34. Pursues Excellence
35. Possess Integrity
36. Praises Publicly and Criticizes privately
37. Adopts quickly to change
38. Has an eye for the detail
39. Acts as a good Role model
40. Practices Values
Leadership Qualities

Additional Points to Ponder
1. Develop competencies to create Actionable Solutions

2. Practice deep and meditative thinking to create a wide variety ~ through Quantity and sifting for Quality – being Creative throughout.

3. Analytical and Critical – but,
Positive and Constructive Review – to focus on Continuous Learning.
4. Think Big and Beyond – Be an Example, Be a Role Model

5. Be a Good Team Member to evolve into a Good Leader

6. Be a Good Human Being to become a Good Leader

7. Be willing to learn from everything and everybody – keen Observational Learning

8. Be willing to Learn – from Failure as well Success
First learn to manage yourself well – that gives you confidence, and proof to others that you know how to manage things.

Then, acceptance by everyone that you are one amongst them, contributing to the success of the team and to the happiness of everyone else.

This acceptance automatically catapults you to Leadership. Of course, it depends on your initiative, creativity, hardworking nature, achievement orientation, honesty and sincerity.
Give Your Honest Best ~ Always 100% 🍀
Ways to develop Leadership Qualities

- Learn to think more critically
- Do more to enthuse your team
- Make your goals and future vision attractive and attainable
- Learn to communicate clearly
- Improve your social skills
- Organize and allocate workflow
- Make sure work is done correctly and on time
- Find better ways to do things
- Encourage progress and recognize efforts
- Try to match individual skills and work
- Build team spirit
- Encourage people to work cooperatively
- Recognize success and learn from failure
- Trust your subordinates
- Review Constructively for Continuous Improvement
- Plan to Leave Higher Contribution
- Don’t forget Documentation
Live, in such a manner that You LEAVE an IMPRESSION THAT MATTERS
First, honestly analyse yourself ~
Your Strengths and Weaknesses ~
Opportunities available and
if necessary, how to create opportunities
Then, relentlessly move towards
the desired destination

Tune your mind to succeed
Work is Worship

Yadyathkarmakarome
Tatthadakhilam
Shambho
thavaaradhanam
1. Vision
2. Courage
3. Integrity
4. Humility
5. Strategic Planning
6. Focus
7. Cooperation

What do you think is the function of a Leader?

~ to produce more Followers, or
~ to produce more Leaders
Time is running out.
It takes TIME
to develop
Leadership Qualities.
Begin Now.
You will GROW
to become a
WONDERFUL LEADER

With best wishes for your grand success
Encourage yourself to develop your Personality

Small Booklets are freely available both in English and Telugu

HTTPS://archive.org/details/Poolabata

S.G.A. – Small Group Activity

HTTPS://archive.org/stream/Poolabata/2-PersonalityDevelopment-English-#page/n17/mode/1up

https://archive.org/stream/Poolabata/4-VyakthithvaVikasam-Telugu-#page/n17/mode/1up
Deshamunu
Preminchumanna
Manchiannadi
Penchumanna
Vottimatalu
Kattipettoy
Gattimel
Talapettavoy

Love your Motherland
Do your bit to increase the Good
Stop the habit of merely talking
Contemplate on doing real Good
GOOD LUCK

Please visit: www.archive.org and search for POOLABATA to read freely 5 publications in Telugu and 2 publications in English relating to Personality Development. Also, please search for Deshamunu Preminchumanna for a small booklet in Telugu.
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[ amongst 100’s of IMPACT videos ]

https://www.youtube.com/playlist?list=PL7uCJIUUrq7FwkwkwDjywZtWFOaXLZcFQ
Thank you once again.

Have a happy day!

Please view

www.viswam.info
Leadership Qualities and
Duties and Responsibilities of Mentors
Realign your thoughts to enable you to create positive changes in your life.

You will change the way you create results.
You can’t change
the direction of the wind, but
you can adjust your sail
to always reach your destination.

The pessimist complains about the wind,
The optimist expects it to change,
The realist adjust the sail.
The Govt. of Andhra Pradesh initiated Jawahar Knowledge Centres (JKC) in Degree Colleges to help students learn and practice employability skills.

These centers aim to provide solution to the problem of unemployment faced by students studying nonprofessional courses in Degree Colleges of AP.
A growing demand for hard working and talented students good with computer skills, communication skills and industry related skills.

Further, students must be able to speak fluently, compute quickly, write legibly and analyze logically.
Training to bridge the skill deficit of students and to enable them to seize employment opportunities in job market.
### JKC Curriculum

<table>
<thead>
<tr>
<th>S.No</th>
<th>Skill</th>
<th>No. of Hours alloted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communication Skills</td>
<td>60 hrs</td>
</tr>
<tr>
<td>2</td>
<td>Soft Skills</td>
<td>30 hrs</td>
</tr>
<tr>
<td>3</td>
<td>Ethical Values</td>
<td>10 hrs</td>
</tr>
<tr>
<td>4</td>
<td>Analytical Skills</td>
<td>60 hrs</td>
</tr>
<tr>
<td>5</td>
<td>Technical Skills</td>
<td>60 hrs</td>
</tr>
<tr>
<td>6</td>
<td>General Awareness</td>
<td>30 hrs</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>250 hrs</strong></td>
</tr>
</tbody>
</table>
Roles and Tasks of a Mentor

Mentor is a trusted guide or friend.

A mentor provides access to people, places, and things outside the mentee’s routine environment. This can include access to educational, career, and other campus resources.

A caring, responsible adult, provides a mentee access to a listening and caring adult who wants to help the mentee reach their goals.

A positive role model
A mentor should always model appropriate behavior.
Key Qualities of a Good Mentor

- Good listener
- Persistent
- Committed
- Patient
A Mentor Is Not . . .
   A parent or legal guardian
   A social worker
   A psychologist

Mentors must understand that they can't be all things to their mentees, especially things that require years of professional training.

It is, however, appropriate for a mentor to act as a guide and show the mentee how to access the professional services and resources he or she needs.
Important Tasks of a Mentor
[1, 2, 3, 4.]

1. Establish a positive relationship with your mentee. This can involve establishing trust and respect, and maintaining regular interaction and consistent support.

2. Help your mentee develop academic and life skills. This can involve working with your mentee to set and reach personal, educational, and career goals, and helping establish time-management, study, and communication skills.
3. Assist your mentee connect with campus resources.
   ~ helping your mentee become familiar with the Career Center, the Writing Center, the Quantitative Skills Center, the Library, Counseling Services, and other resources on campus.
4. Be a source of support and guidance

One of, if not the, most important things you can do as a mentor is to be there for your mentee.

This sounds simple enough, but it can encompass any number of things.

Being prepared is key.
Roles and Responsibilities of Mentors

1. Clarify expectations and boundaries of the mentor-mentee relationship.

2. Identify the mentee’s goals.

3. Support the needs and aspirations of the mentee.

4. Commit to spending time with the mentee to develop the relationship.

5. Encourage the mentee through constructive feedback.
6. Create an environment that allows the mentee to ask questions without being intimidated.

7. Offer advice by sharing life experiences.

8. Be prompt for meetings and/or scheduled calls and use the time efficiently.

9. Encourage and promote leadership development.

Please refer to the following:


https://www.forbes.com/sites/carriekerpen/2018/06/18/5-things-great-mentors-do/#386343e06b58
What Does a Mentor Do? ~ 20 Ideas

1. Shares knowledge and life experiences
2. Provides guidance and advice
3. Listens
4. Inspires
5. Offers encouragement
6. Offers encouragement
7. Is genuinely interested in the mentees questions and concerns
8. Is open and honest
9. Explores different careers
10. Discusses goal setting
11. Advises on professional development
12. Identifies resources
13. Helps to develop leadership skills
14. Provides insight into corporate culture
15. Can provide exposure and visibility within an organization
16. Advises on networking and networking opportunities

17. Reviews resume

18. Provides interview tips

19. Coaches and Supports

20. May introduce to contacts
What are the Mentor’s Roles and Responsibilities?

1. **Prioritize** the mentoring session.
   Try to prevent other demands from bumping the session.

2. **Set aside time and space.**
   Ensure that you will be uninterrupted during the mentoring session.

3. **Prepare for the session.**
   Review any email correspondence and notes you may have from earlier sessions.
4. Give **full attention** to the mentee. Focus on helping the mentee during the session.

5. Communicate through active listening. Focus fully on the mentee.

6. Share resources. Consider and collect any resources that might be useful to the mentee.

7. Share experiences. Be open to sharing mistakes, failures and lessons learned.
8. Wear multiple hats:

- **Coach** to advise the mentees on how to accomplish their goals
- **Sponsor or champion** to provide guidance and help increase the mentee’s exposure to new experiences
- **Teacher** to provide learning opportunities
- **Protector** to provide a safe environment in which the mentee can make mistakes without losing credibility
- **Counsellor** to enhance the mentee's self esteem through supportive, non-judgmental discussions
- **Role model** to walk the talk and demonstrate the behaviours necessary for success
Just one or two more things, before we close
What is active listening?

It is a way of listening and responding to another person that improves mutual understanding.

Active listening requires the listener to think and consider what the speaker is saying and to confirm the meaning of this information by re-stating or paraphrasing what he or she has heard.
Our social identities

(race, gender, religion, age, ability, gender identity/expression, sexual orientation, family status, sex, etc.)

are important aspects of ourselves that shape our experiences, attitudes and behaviours.
These identities can be part of privileged and/or oppressed groups. Sometimes, these identities allow us to enjoy power and privilege that other groups may not enjoy.

It is important to recognize our identities and how they may impact our interaction with others.

Take some time to consider what privileges you may have and how these might impact your interaction with someone from a different culture than yours.
Feedback

— has a negative reputation

Step back and think about the potential value of feedback.

We need positive and constructive feedback – to improve, grow, and advance.

Feedback gives us the needed insights that help us.
Thank you.

Become a Leader
An Effective Mentor

Make a Difference