

The COES Mentoring Program February 2011 Mentor Newsletter features information on resources, upcoming events, mentoring tips and other items of interest designed to help your Mentee make the most of their time this fall.

\* **Take a Few Minutes to Review the Year.** It is my sincere hope that you have found your experiences in the COES Mentoring Program to be of value to you this year. This would be a great time to reflect on this past year and take note of what went well and what you might like to learn more about in the future. You can find the **Mentor Self-Assessment** at:  
[http://www.advance.latech.edu/pdf/mentor\\_self\\_assessment.pdf](http://www.advance.latech.edu/pdf/mentor_self_assessment.pdf)

\* **Work on those Listening Skills.** Listening is something that few of us do as well as we might. It is a crucial skill in negotiating and dealing with conflict - and equally important in dealing with your boss as it is in dealing with your two-year old (or sixteen-year-old) child. One of the Dean's favorite books, "*The College Administrator's Survival Guide*" by C.K. Gunsalus contains some great material on listening in Chapter 3 on Negotiation (for a preview, check it out on Google Books at:

[http://books.google.com/books?id=kqj3WPppDXcC&pg=PA72&dq=listening+skills+administrator&hl=en&ei=WmJITfrAOIOgsQON1IyiAg&sa=X&coi=book\\_result&ct=result&resnum=6&ved=0CFcQ6AEwBQ#v=onepage&q=listening%20skills%20administrator&f=false](http://books.google.com/books?id=kqj3WPppDXcC&pg=PA72&dq=listening+skills+administrator&hl=en&ei=WmJITfrAOIOgsQON1IyiAg&sa=X&coi=book_result&ct=result&resnum=6&ved=0CFcQ6AEwBQ#v=onepage&q=listening%20skills%20administrator&f=false)). If you or your Mentee want to borrow a copy of the book, just let me know.

\* **Laboratory Leadership.** Any faculty member who leads a research group, whether or not it is in an actual laboratory, will find some good information in the University of Tennessee's PowerPoint on Laboratory Leadership. It is short (just 19 slides) and covers topics such as setting a vision, communication, motivation, and managing conflict. And it boosts hilarious stills from movies such as *Young Frankenstein* (with Gene Wilder) and *The Wizard of Oz*. Check it out at: [https://utworks.tennessee.edu/research/pdt/Mentoring/lab\\_leadership.pdf](https://utworks.tennessee.edu/research/pdt/Mentoring/lab_leadership.pdf)

### **Mentoring Tip for February:**

\* Interested in keeping up with the latest in the world of STEM? There are some great email summaries that give you a glimpse of what's hot today. Consider subscribing to the **Inside Higher Ed News Update** (<http://www.insidehighered.com/newsletter/signup>). You can choose from daily, weekly or monthly updates. Other summaries are available, some of which require membership (such as **ASEE's First Bell** daily news briefing (<http://asee.custombriefings.com/>)). Others are free, such as the **MAA**'s website's "Today's Math News" and features such as "Math Alerts", "NumberADay", and "MinuteMath" (<http://www.maa.org>) and **ScienceDaily** (<http://www.sciencedaily.com/>) featuring "Top Science News" and "More Science Headlines".

Questions? Contact us at: [advance@latech.edu](mailto:advance@latech.edu)