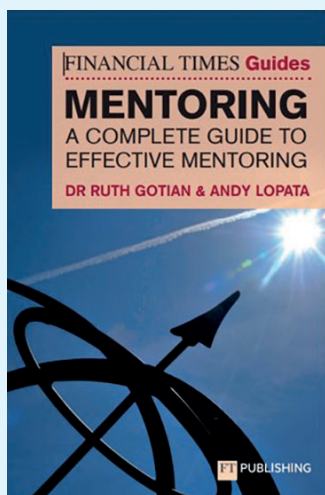


Mentoring

A Complete Guide to Effective Mentoring



By Dr Ruth Gotian and Andy Lopata.
Reviewed by Bernard Savage.

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Mentoring: *A Complete Guide to Effective Mentoring*, published by the *Financial Times*, is a masterfully crafted resource that serves as both an enlightening read and a practical tool for professionals seeking to elevate their mentoring and coaching skills. This book distinguishes itself by its ability to seamlessly blend theoretical insights with actionable advice, making it a must-have for anyone involved in mentoring or coaching roles.

One of the book's standout features is its practicality. The authors do an exceptional job of breaking down complex concepts into digestible and actionable steps. Whether you're a seasoned mentor or just beginning your journey, the book offers tools and templates that are immediately applicable.

For someone like me, working with clients in professions such as law, accounting, business advisory and architecture, these resources are invaluable. They are not just theoretical constructs but practical instruments that you can incorporate into your daily interactions to foster more effective mentoring and coaching relationships.

Another strength of the book lies in its clear distinction between mentoring and coaching, two concepts often conflated but fundamentally different in approach.

The book explains that mentoring involves sharing best practices, experience and advice, while coaching focuses on asking probing questions and facilitating self-discovery. This differentiation is presented in a way that is both accessible and punchy, ensuring that readers can easily grasp the nuances between the two.

However, what sets this book apart is its guidance on how to pivot between these two approaches seamlessly. This flexibility is crucial, especially when dealing with diverse clients who may

require different methods of support at different times. The book equips readers with the skills to adapt their approach as needed, thereby enhancing the effectiveness of their mentoring and coaching.

The inclusion of well-structured tools and templates is another highlight that makes this book particularly practical. These resources are designed for immediate use, helping professionals to implement the concepts discussed effectively. For those working with clients in specialised fields like law, accounting or architecture, these tools provide a structured way to enhance mentoring sessions, ensuring that they are both productive and tailored to the specific needs of the mentee.

Furthermore, the book's design as both a comprehensive guide and a reference tool adds to its value. While it can certainly be read cover to cover for a deep dive into effective mentoring and networking, it is also structured in a way that allows readers to dip in and out as needed. This makes it an excellent resource to keep on your desk, ready to be consulted whenever a specific challenge or question arises.

Mentoring: A Complete Guide to Effective Mentoring is a highly practical and accessible resource that delivers on its promise to enhance the reader's mentoring and coaching capabilities. It offers a clear distinction between mentoring and coaching, provides tools and templates that are directly applicable, and serves as both a comprehensive guide and a handy reference tool.

Whether you're a mentor, coach or a professional looking to improve your networking and leadership skills, this book is an indispensable addition to your library. ■

Bernard Savage is a director of *Size 10½ Boots*, a specialist business development agency that helps professional services firms improve the bottom line.