

The New Advisor Guidebook: Mastering the art of advising

Chapter 13 - One-to-one Advising

Reader Learning Outcomes

Readers will:

- Learn necessary Interpersonal Skills including how to
 - employ communication skills
 - develop good questioning skills
 - effectively refer students to resources
- Plan and prepare for an advising session including
 - content and process of a session
 - how to close a session

Aiming for Excellence discussion questions and activities

- Ask your supervisor or a colleague to observe your advising session with a student (with the student's permission) and to record the conference as closely as possible. What patterns emerge? Are you doing all the talking? Did you really listen to the student? Which advising approaches did you use? Should you have asked more clarifying or probing questions? Ask your supervisor or colleague for suggestions to improve your relational skills and expand your use of advising approaches.
- At the end of your first semester of advising, review your advising notes for students whom you had referred to other offices or resources on campus. Did they take your suggestion and seek additional resources? What additional information or approach might better encourage students to take action on your suggestions?