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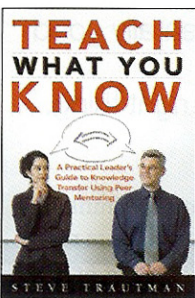
**39 Organizations that  
Reach the Next Level**

**2006**

**Teach What You Know: A Practical Leader's  
Guide to Knowledge Transfer Using  
Peer Mentoring**

By Steve Trautman

(Prentice Hall, July 2006, \$34.99)



With the pending generational tidal wave about to strike, mentoring the next generation is a trendy thing to do. Trautman, a former training developer for Microsoft and

other organizations, wrote a guidebook on how to be an effective mentor. Much of his advice is based on collected wisdom garnered while designing mentoring programs for military agencies and Fortune 500 companies.

Broken up into dozens of bite-size sections, this is the kind of book you can consult for a specific concern and then put down for a while, as the author readily admits. Each section is clearly defined on the table of contents and runs only a page or two in length. And the content addresses every conceivable mentoring situation—from distance mentoring to handling weekly status reports.

Trautman's advice is witty and to the point, and he presents plenty of helpful anecdotes in a humorous fashion (such as warnings about the "smile and nod" whereby the apprentice feigns understanding a difficult set of instructions). He also addresses the need to provide immediate feedback. Timing is paramount, he writes. While it may be appropriate to cool off for a day, it is unfair to provide feedback one week after the protégé has made a mistake.

—Michael Laff