
Mentee's guide to mentoring

*Most successful people can point to one or more people that
have been particularly important to their growth and
development.*

These people are mentors.

WHAT IS MENTORING:

IS ...

- A partnership between a Mentee and a Mentor – providing both with opportunities to share talents, skills, experiences and expertise
- Focused on growth and development objectives of the Mentee
- An investment of time, energy and thoughts from both the Mentee and the Mentor

IS NOT ...

- Random – it is always planned and structured. Forging an effective mentoring relationship involves one-on-one meetings, follow-ups and on-going evaluation of progress
- Bound by the parameters of the Mentee's current occupation - the focus of mentoring can be broader, enabling the Mentee to explore capabilities needed for future opportunities
- Restricted to „leaders“ – every person can be mentor to someone
- Always a formal relationship – there are no strict rules involved except basic cultural expectations of friendly and appropriate behavior

MENTEE : WHAT TO DO AND WHAT TO EXPECT?

A mentorship success depends a lot on the mentee. A mentee needs to be willing to work with the mentor and communicate well their expectations.

Role of mentee:

- organize the meetings and prepare agenda
- have a clear idea what you want to get from your mentor
- be willing to learn from your mentor
- actively listen to your mentor and follow her/his advice
- be receptive to your mentor's feedback
- respect mentor's time - avoid being late to meetings and avoid last minute changes to agenda

As mentee you have a great opportunity to learn from your mentor's experience and ask for feedback. At the beginning of your relationship you might want to ask some questions which will help you to know your mentor better.

We provide you some suggested questions, although they are not the only one you might want to ask.

- Tell me about your background and experience.
- Why did you decide to be a mentor?
- Have you ever had a mentor before?
And if so, what did you learn?
- What gives you the most satisfaction?
Frustration?
- Who do you admire the most or find the most interesting? Why?
- What attracted you to this program?
- How often would you like to connect?
- What was the biggest lesson you learned during your studies?
- What are some mistakes that you made during your studies and what did you learn from them?
- What was your major at university?
- Does it relate to your current work? If so, how?
- ...

SUGGESTED LIST OF MENTORING ACTIVITIES

Skill development

- Work to identify 2 -3 skills to focus on
- Invite your mentee/mentor to shadow you at work/school and observe/offer feedback on the skill being focused on
- Research several career paths that the mentor can help you uncover
- Work on a project together
- Discuss about a problem and invite the mentor to analyze/discuss solutions

Knowledge sharing

- Read research papers and journals and discuss
- Discuss unwritten rules about being successful
- Attend educational events – lectures, seminars
- Review case studies, conduct a gap analysis, force field analysis
- Create decision worksheets

Advocacy

- Share a difficult decision made recently and ask mentor to comment on what they might have done differently
- Review your network relationship map and assess it for your future
- Ask to be introduced to at-least two people who could be useful
- Share a story with one another that illustrates a personal experience and issue

ADDITIONAL RECOMMENDATION FOR BEEING MENTEE

- Meet at least once per month
- For every meeting reserve at least one hour, ideally two
- **Write down few words after every mentoring session**
 - what went right, what went wrong and
 - what can be improved

CONFIDENTIALITY

A mentoring relationship is based on mutual trust, respect and an open dialogue. All content discussed is strictly confidential. There is no hierarchical dependence between a mentor and a mentee.

Let the Mentoring Begin!

By its very nature, mentoring is rewarding and valuable for the mentor and mentee.

We hope you'll find the information in this guide helpful in setting up your mentoring relationship. And remember creating a mentoring relationship does require planning and some initial effort