

MENTORING TIP SHEET

FOR MENTEES

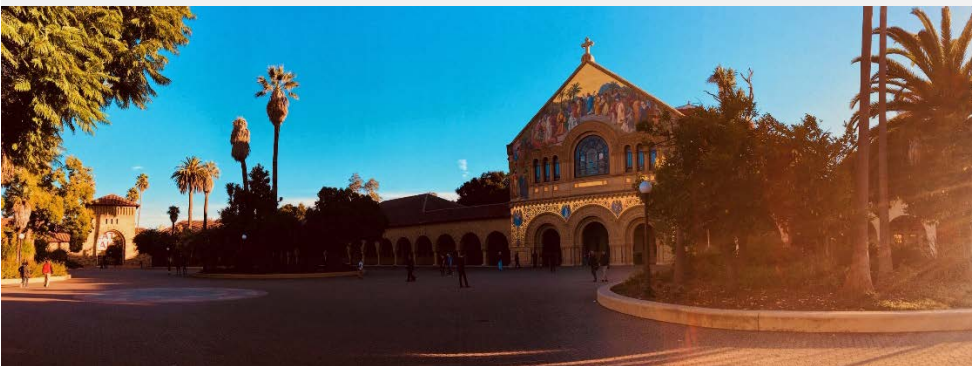
TOP 10 MENTEE BEHAVIORS

1. *Ask for help on a specific project, or work on a project team together; always ask for specific information*
2. *Take the initiative; ask for specific advice and feedback; let your mentor know your interests and skills, as well as what you are working on in your day- to-day work*
3. *Produce high quality work*
4. *Show great ambition and enthusiasm on the job*
5. *Put in extra time; volunteer for extra assignments*
6. *Show loyalty and trustworthiness toward your mentor*
7. *Discuss with your mentor alternative strategies or perspectives for a project or idea*
8. *Think ahead of time what questions you would like to ask; come to your mentoring meetings with an agenda*
9. *Follow up; meet regularly with your mentor and let them know about the progress of the project, ideas you had earlier discussed with them*
10. ***Have fun!***

MENTORING BEST PRACTICES

- *Debrief one another on meetings, projects, events; share observations*
- *Brainstorm on projects and tasks*
- *Role-play situations*
- *Share tools and processes (e.g. templates, assessments, documents)*
- *Challenge assumptions*
- *Question each other*
- *Provide constructive feedback*
- *Maintain confidentiality*

Discuss topics such as career planning, professional development, skill and competency development, academic advancement, relationship building, networking/creating connections, communication, social graces, etc., as raised by the mentee and agreed upon by both mentor and mentee.



HOW TO ACHIEVE THE BEST MENTOR / MENTEE RELATIONSHIP:

KEEP COMMUNICATIONS OPEN

MENTEE: Be up front. Let your mentor know what your goals are and what you hope to take away from the program.

MENTOR: Help your mentee set realistic expectations. Also, if you know you will be unavailable because of business or personal

OFFER SUPPORT

MENTEE: Remember that your mentor is there for you, but is only a guide.

MENTOR: Encourage communication and participation. Help create a solid plan of action.

BE INNOVATIVE & CREATIVE

MENTEE: Offer ideas on what activities and exercises you can do together.

MENTOR: Share your ideas, give advice and be a resource for new ideas.

DEFINE EXPECTATIONS

MENTEE: Review your goals. Make sure your mentor knows what to expect from you.

MENTOR: Help set up a system to measure achievement.

MAINTAIN CONTACT

MENTEE: Be polite and courteous. Keep up with your e-mails and ask questions.

MENTOR: Respond to your e-mails. Answer questions and provide advice, resources and guidance when appropriate.

STAY POSITIVE

MENTEE: Remember that your mentor is offering feedback and not criticizing.

MENTOR: Recognize the work the mentee has done and the progress made.

BE HONEST

MENTEE: Let your mentor know if you don't understand something or have a differing opinion.

MENTOR: Be truthful in your evaluations, but also be tactful.

ACTIVELY PARTICIPATE

MENTEE: Listen. Ask if you can observe your mentor's practice if he/she is local.

MENTOR: Engage in your own learning while you are mentoring, collaborate on projects, ask questions, and experiment.

GET TO KNOW EACH OTHER

MENTEE & MENTOR: Remember that people come from diverse backgrounds and experiences. Get to know each other on an individual basis.

BE RELIABLE & CONSISTENT

MENTEE & MENTOR: The more consistent you are, the more you will be trusted.

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