# Tools for mentees

## Prepare

Before entering the mentor/ mentee relationship, it is important to be clear on objectives and how you will work together. The list below cites some of the benefits of engaging a mentor. Think about what you want out of the mentoring relationship. The checklist below might help you to focus your efforts.

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| **OBJECTIVE** | Not at all important | Somewhat important | Very important |
| Learn from another person’s vision, experience, and knowledge | ❑ | ❑ | ❑ |
| Obtain career advice and planning assistance | ❑ | ❑ | ❑ |
| Get more involved in things inside my organisation/industry | ❑ | ❑ | ❑ |
| Learn more about myself and develop my skills | ❑ | ❑ | ❑ |
| Gain assistance solving problems and challenging my perspective | ❑ | ❑ | ❑ |
| Explore new ways to contribute to my organisation and team | ❑ | ❑ | ❑ |
| Build my self-confidence | ❑ | ❑ | ❑ |
| Have a ‘safe’ place to bounce ideas off | ❑ | ❑ | ❑ |
| Increase my energy and interest in my work | ❑ | ❑ | ❑ |
| Become more comfortable in my organisation/industry | ❑ | ❑ | ❑ |
| Gain an understanding about the organisational culture, appropriate behaviours, attitudes and procedures. | ❑ | ❑ | ❑ |

**Looking at the objectives you rated as "very important," reflect on what aspirations you might have for a mentoring relationship?**

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**Think about some questions you may have for your mentor. What would you like to ask or clarify during your first meeting?**

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## Meet

When you first meet your mentor, it is important to come to a common understanding about how you will work together. Use the prompt questions below to navigate this conversation.

**What are your aspirations for the mentoring relationship?**

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**What are the strengths you will leverage to make progress?**

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**What might you need to be aware of that could hinder your progress?**

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**What would you like to do more/less of as part of your mentoring experience?**

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**What are you taking away from your conversation? What are your next steps? How frequently would you like to meet to maintain momentum?**

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## Reflect

It is unlikely that your goals will remain static. These should be revisited often as you gain confidence and learn more about the organisation.

You may wish to use the guidance below to reflect after each mentor session. Continuous reflection will help you stay focused and maintain momentum.

**Reviewing progress**

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**Insights gained and ideas to take forward**

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**Key outcomes**

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**New people in my network**

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**How can you maintain momentum?**

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