



TOOLS FOR MENTEES

Prepare, meet, reflect

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.

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?

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

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?

What are the strengths will you leverage to make progress?

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

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

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

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

Insights gained and ideas to take forward

Key outcomes

New people in my network

How can you maintain momentum?