



## Quick Reference Tool: Mentoring (Mentee)

### Role and Responsibility

- Commitment, energy and genuine interest in working with a mentor
- Seeks ways to achieve objectives and demonstrate application of learning obtained
- Schedules meetings with mentor
- Prepares for conversations, follows up and follows through
- Responsible for progress to career and development actions

Plan	Engage	Get Results
<p><b>Be clear about your specific goals for this partnership and how your mentor can support you.</b></p> <ul style="list-style-type: none"> <li>• What do I really want to achieve? Why?</li> <li>• Are there topics of urgent interest?</li> <li>• What do I know about my mentor and how he/she is uniquely positioned to support me?</li> <li>• What am I willing/ready to do to invest in my own development?</li> <li>• What assessments or other feedback have I received that I want to share with my mentor?</li> <li>• Remember to consider and share your strengths as well as areas that challenge you</li> </ul>	<p><b>Create a mutual understanding about expectations on how you'll work together.</b></p> <ul style="list-style-type: none"> <li>• Establish desired outcomes</li> <li>• Determine preferred mentoring style, e.g., direct, consultative, coaching</li> <li>• Clarify roles and responsibilities</li> <li>• Agree on meeting logistics</li> <li>• Agree on how to communicate between meetings</li> </ul>	<p><b>Define 1-3 specific goals Demonstrate respect, responsiveness and accountability.</b></p> <ul style="list-style-type: none"> <li>• Communicate openly about what can be done and by when</li> <li>• Address issues when they arise</li> <li>• Jointly monitor and evaluate progress</li> </ul>



## Quick Reference Tool: Mentoring (Mentor)

### Role and Responsibility

- Support mentee in development and career planning
- Act as sounding board
- Share relevant experiences and knowledge
- Challenge mentee to stretch beyond what s/he thinks is possible
- Proactively consider how to help participant network
- Provide exposure to other leaders

Plan	Engage	Get Results
<p><b><i>Assess and determine what you can provide.</i></b></p> <ul style="list-style-type: none"> <li>• How can I best share learning from my successes and failures?</li> <li>• How will I ensure I become a strong advocate for this person's career growth?</li> <li>• What do I need to do to make sure I fully engage during the meetings with my mentee?</li> <li>• What do I want to get out of this engagement?</li> <li>• What do I know about my mentee that uniquely positions him/her to teach me?</li> </ul>	<p><b><i>Listen to what participant needs from you.</i></b></p> <ul style="list-style-type: none"> <li>• What's in it for the mentee? What do they want to gain?</li> <li>• What does success look like? Now and later?</li> <li>• What key experiences are they looking for?</li> <li>• What actions are they prepared to take to make a difference?</li> <li>• Talk to me more about your current role, education &amp; professional background.</li> <li>• What do you see as your greatest strengths?</li> <li>• What are your hobbies / interests?</li> <li>• At the end of this engagement, what does success mean to you?</li> </ul>	<p><b><i>Actively support and advocate for the participant.</i></b></p> <ul style="list-style-type: none"> <li>• Listen for successes, roadblocks and how I can help</li> <li>• Provide positive and constructive feedback</li> <li>• Role model the way things get done</li> <li>• Help mentee develop a career path</li> <li>• Open doors for mentee to make the right contacts</li> <li>• Share experiences / key learnings</li> <li>• Observe your mentee in action for development (e.g. presenting to a larger group, reviewing a report, etc.)</li> </ul>