

Mentoring is . . .

. . . personal growth and development strategy where a mentor supports the mentee by sharing resources, expertise, values, skills, perspectives, attitudes, and proficiencies.

Being a Mentee

Successful Mentees are:

- Goal Oriented
- Seek challenges
- Take initiative
- Eager to learn
- Accept personal responsibility

Ineffective Mentees are:

- Too self-promoting
- Too busy
- Lack passion for mentor's area of expertise
- Lack focus
- Overly dependent

Mentees Should . . .

- Initiate and drive the relationship
- ☆ Identify learning goals and objectives – “What problem am I trying to solve?”
- Seek feedback
- Take active learning role
- Allocate time and energy to be fully present
- Initiate, monitor, and close sessions (keep track of time – stick to what was scheduled)
- ☆ Follow-thru with commitments (and share them and progress reports with your mentor)

Mentees Should Not . . .

- Be the expert
- Know all the questions to ask
- Get things right the first time
- Fit all learning into one relationship
- Seek only answers
- Be submissive in the relationship
- Expect to be best friends

Key steps to getting started on your learning

1. Identify what you are trying to learn or what problem you need help solving.
2. Do some research – Who do you know that has this knowledge or experience that you are seeking?
3. Determine who is the best fit and how long you think it will take to meet your objectives.
4. Make the ask by reaching out (or being introduced) and be ready to provide this information–
 - What input/expertise are you looking for?
 - Why are you asking them?
 - What is the time commitment? (guide is 1-2 hrs a month for 3-6 months or until objectives are met).

☆ - *The should that are missed most often*

Other resources:

[Forbes Article – 3 Tips for a Great Mentor Relationship](#)

[Huffington Post Article – 6 Tips to Get the Most from Mentoring](#)

Lean In by Sheryl Sandberg – Chapter 5 (Are You My Mentor?) is dedicated to helping build an effective mentor relationship. Here is an excerpt:

“Few mentors have time for excessive hand-holding. Most are dealing with their own high-stress jobs. A mentee who is positive and prepared can be a bright spot in a day. For the same reason, mentees should avoid complaining excessively to a mentor. Using a mentor’s time to validate feelings may help psychologically, but it’s better to focus on specific problems with real solutions. Most people in the position to mentor are quite adept at problem solving. Give them a problem to solve. Sometimes high-potential women have a difficult time asking for help because they don’t want to appear stumped. Being unsure about how to proceed is the most natural feeling the world. I feel that way all the time. Asking for input is not a sign of weakness but often the first step to finding a path forward.”

Sheryl Sandberg – Lean In (from chapter 5 – Are You My Mentor?)

Sample Agenda – First meeting

1. Get to know each other (if this is first time you have met)
2. Review goals and expectations for relationship
3. Review expectations for confidentiality. Define expectations for mentor and mentee.
4. Manage logistics:
 - Decide how often you will meet (once a month for 1-2 hours is baseline)
 - Decide best time and method to get meeting in calendar (do they manage their calendar?)
 - Share contact information and preferred communication methods
5. Share problem you are trying to solve or what you are trying to learn / Get input and feedback
6. Review commitments / What are big takeaways were from time together?
7. Set next meeting time