

# State-wide Mentorship Program

MENTEE INTRODUCTION & EXPECTATIONS



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# What is Mentoring?

A professional relationship where an experienced person (the Mentor) assists another person (the Mentee) in developing specific skills and knowledge that will enhance professional and personal growth.

# Why Mentoring?

- Enables growth potential
- Encourages life-long learning
- Provides forum to share experiences and knowledge with others

**Mentoring is a win for everyone!**

# Important Skills for Mentee

- Show initiative
- Follow through
- Learn quickly
- Manage the relationship
- **Listen actively**
- **Identify goals**
- **Build trust**
- **Encourage**

**Highlight = shared skills with mentor**

# Mentee Expectations

- Initiate the process for making appointments with your mentor
- Commit to being on time for appointments or for renegotiating days and times as needed
- Communicate your goals and aspirations to your mentor
- Maintain a positive attitude
- Respect the mentor and the mentor's time
- Follow through on the suggestions and advice of the mentor

# Step 1: Prepare Yourself

## Identify your goals

- What do you hope to get out of the relationship? What do you anticipate giving?
  - Be clear with your mentor about how they can help you
  - Don't be afraid to ask questions!
- Mentors can only provide you with the guidance and support your needs once you figure out what you want.

# Step 2: Build the Relationship

## Get to know your mentor

- To forge any relationship, you need to get to know each other
  - Try to get to know your mentor, including learning about their professional background and their personal likes and interests.
- The more you know about your mentor, the more they can help you. Ask them about their professional backgrounds and how they've navigated past career challenges.
- Finding the right fit is important, and often comes down to personality and communication style
  - contact the SCAND Mentorship co-chairs if you don't feel like your match is the right fit

# Step 3: Show your Commitment

## Follow up

- For the relationship to grow, you need to stay in regular contact with your mentor.
- Be consistent and follow through. Schedule regular check-ins.

**SCAND recommends matches meet multiple times over a 6-month period.**

# Step 3: Show your Commitment

## Be prepared

- Be prepared for every meeting, and show your mentor you're eager to progress in your career.
- Have specific agendas each time you speak with your mentor.
- Provide an outline ahead of time of what you would like to discuss.
- Be specific so both you and your mentor feel like you've met your objectives by the end of your meeting.

# Step 3: Show your Commitment

## **Having an agenda serves four powerful purposes**

1. It helps you learn something concrete and actionable each time you meet with your mentor.
2. It helps your mentor be prepared to guide you with their best advice.
3. It also helps your mentor believe that you are taking the mentorship seriously and making good use of both your time.
4. It helps your mentor feel good about the work they're doing. That feel-good feeling will strengthen the relationship between you and keep your mentor coming back to the table.

# Step 4: Learn Actively

- Apply the knowledge and skills presented to you, and be ready to tell your mentor how you succeeded in doing so
- Study materials related to your designated areas of development given to you by mentors and others
- Integrate new knowledge into a conceptual framework to ease problem solving
- Observe carefully and learn from the modeled actions of your mentor
- Receive feedback non-defensively

# Step 5: Evaluate your Progress

## **Know when it's time to move on**

- Career goals and paths change. Mentor relationships aren't designed to last forever, and that's OK. While your mentor will always be a valuable contact, it's important to know when the relationship has run its course.

## **Thank your mentor**

- Thank you goes a long way. Let your mentor know you appreciate their advice and time.

# Preparing to Engage

# Before your 1<sup>st</sup> mentor meeting

- Check out your mentor's digital footprint—are they on Twitter, LinkedIn or Facebook? Do they have a blog?
- Consider your goals for the mentoring relationship—why are you here, and where do you want to be in 6 months?
- Start to think about how your mentor could best assist you.

**Use the “Setting SMART Goals” slides to help you prepare**

# During your 1<sup>st</sup> mentor meeting

- DO confirm the expectations of your relationship—how will you communicate and how often will you check in?
- DO let your mentor know how you'll be tracking success—you should be the one driving this relationship
- DO come prepared with 1-3 key goals of what you hope to achieve with this mentoring relationship, and give your mentor a clear idea of why you're here.
- DON'T straight-up ask for a job in the first conversation.

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# Following your 1<sup>st</sup> mentor meeting

- Share a follow-up highlighting the key points discussed in your meeting, including any agreed next steps.
- Connect with your mentor on social media.
- Schedule your next meeting, set some tasks and start planning how you're going to hit your goals!