



Mentorship Guidelines

This worksheet has been designed to provide guidance for effective mentor-mentee relationships.

Please ensure the mentor and mentee both have a copy of this packet prior to the kickoff meeting.

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What is Mentorship?

Mentorship is about building connection and trust as well as being in a place of vulnerability that allows for growth. Typically, mentors will share how they've handled past experiences, and coach the mentee for how to become more effective in a particular domain. Mentorship provides a learning and growth opportunity for both the mentor and the mentee - each participant has something to contribute!

Selecting a Mentor

The mentor you select should:

- Be in a leadership position
- Have a good reputation
- Have a wide network you can tap into
- Be someone you will genuinely enjoy speaking with and learning from!

Additional attributes should include:

- Positive outlook
- Good communication skills
- Emotional intelligence
- Willingness to listen & support others (regardless of experience/level)
- Understanding of different perspectives in the workplace
- Passionate about their profession

The Mentor-Mentee Kickoff Meeting

Getting to a place where deep growth can happen takes time and intentionality from mentor and mentee—it's a two-way street!

Successful Kickoff Tips

Review the following tips for effective communication to guide a successful initial meeting. Then, fill out and bring the checklist (on the last page) to your kickoff meeting.

- Start building rapport by discussing background, career, and personal interests.
- Go into the conversation with some ideas you would like to discuss; however, do not feel compelled to stick with the script!
- Make sure no one dominates the conversation – each participant should actively contribute and listen.
- Identify how you communicate and how you best receive information.
- Be honest!



Mentorship Pro-Tips

Pro-Tips for Mentees

- Expect to drive the mentoring relationship.
 - Although this relationship is two-way, you have to ask for what you need!
- Prepare for all mentor meetings.
 - To make the best use of your time together, think about what you want to discuss in advance.
- Focus on the future.
 - Articulate your vision for yourself so you can create strategies for future success; don't get bogged down in the day-to-day.
- Be willing to stretch and step out of your comfort zone.
 - Expect your mentor to challenge you with questions and learning opportunities!
- Ask for specific feedback.
 - Practice asking for it and receiving it without being defensive. Act on it!
- Stay connected and in communication with your mentor.
 - Use multiple ways to stay connected! (*e.g., face-to-face, Teams, email, etc.*)

Pro-Tips for Mentors

- Start by getting to know your mentee.
 - Nothing of substance will happen until you establish a trusting relationship!
- Ask questions rather than give answers.
 - Take time to draw out a mentee's thinking and get them to reflect on their own experiences. Check your assumptions.
- Engage in meaningful and authentic relationships.
 - Strive to go beyond surface level! Listen to their ideas, don't just share yours.
- Support and challenge your mentee.
 - First, work on creating a comfortable relationship. Then, move into a space where deep learning can happen.
- Set the expectation for two-way feedback.
 - Offer candid, yet compassionate feedback



Kickoff Meeting Checklist

1. Establish preferred channels of communication.

Method(s) of communication:

e.g., in-person, Zoom/Teams

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2. Determine meeting cadence and schedule regular meetings.

Frequency of meetings:

Pro-tip: at least once per month!

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Length of meetings:

Pro-tip: at least 30 minutes!

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Format of meetings:

e.g., formal, coffee chats, lunch

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3. Establish how each of you give and receive feedback; figure out what methods would work best for this mentorship.

Mentee/Mentor preferences for giving/receiving feedback:

4. Establish a few individual and shared goals for this mentoring relationship.

Mentee/Mentor individual goals:

Shared goals:
