

The Mentor/Mentee Relationship

Do you want to move your career forward? Would you like to develop your leadership skills as well as help others learn, grow, and improve their skills? Or would you like someone to help you do this? You can through a mentor/mentee relationship.

Mentor's role: teach, guide, and help shape the professional growth and learning of the mentee and to serve as a positive role model

Mentee's role: Seek guidance and constructive feedback on his/her professional development and career goals.



"A mentor is someone who allows you to see the hope inside yourself"

Mentor Responsibilities:

- Share info about his/her background, skills and interests
- Listen actively
- Serve as a positive role model
- Provide encouragement for building self-confidence and self-esteem
- Offer mentee constructive and meaningful feedback and advice
- Celebrate milestones and achievements with mentee

Benefits of mentoring for the mentor:

- Opportunity to build leadership skills
- Demonstrates expertise and shares knowledge
- Gives back to the organization
- Gains insights and different perspectives
- Contributes to personal development of the mentee
- Builds relationships
- Enhances skills in listening and coaching

Tips for the Mentor:

1. Be clear on the purpose of the mentorship.
2. Be available as promised
3. Be fully present and honest with your feedback and comments

Mentee Responsibilities:

- Takes responsibility for keeping in regular contact with mentor and actively participates in the relationship
- Develops a plan for when meeting with mentor to achieve goals
- Follows through on commitments and goals
- Respects the mentor's time
- Takes advantage of opportunities presented by the mentor
- Receptive to feedback and coaching

Benefits of mentoring for the mentee:

- Assistance in defining career goals, strategies, and outcomes
- Develop a meaningful professional relationship with mentor
- Increase network and professional connections
- Gains knowledge of workplace expectations
- Builds self-advocacy skills and confidence to be successful

Tips for the Mentee:

1. Be clear on the purpose of the engagement.
2. Show up on time and be prepared
3. How can you bring value to the mentor

