



TOP-TIPS TO BE A SUCCESSFUL MENTEE

Mentoring is an art not an exact science and we all bring our own style to the relationship. However, there are some common guidelines and principles that all **MENTEES** are advised to follow. Here below we summarise the most important ones.



Relationship as Mentee

- To be present and engaged in the relationship
- To accept constructive feedback and act on it
- To self-reflect and be self-honest
- To use the time fully and to the best of your possibilities
- To put forward outcomes and objectives and/or discuss possible ones
- To establish how the Mentor can help you best

Responsibility as Mentee



- To respect the Mentor by giving the relationship your full attention
- To think through the outcomes and possible goals for the relationship
- To be clear and transparent about your needs; possible constraints and boundaries
- To set up the calls/meetings and send an agenda in advance as appropriate

Expectations Matter



- Discuss whether this is an ongoing relationship or a one-time conversation
- Agree how often you will you meet (even virtually) and how long for each time
- Confirm the schedule of meetings and put them in the diary in advance
- Debate areas for discussion, agree priorities

For more information, training and resources

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