

Mentee Guidelines

Purpose: To build a relationship with your mentor through time and commitment to learning and growing in new and challenging ways. The following framework is meant as a guide, not an orientation or long term commitment. The relationship is designed to grow over 6 – 12 months according to the needs of the mentee.

Introduction to mentoring: Your role as mentee is one of initiator, seeking new opportunities to learn and grow personally and professionally. As the mentee, your openness to learning, and your willingness to invest your time will enhance your experience in developing a trusting and meaningful relationship with your mentor.¹ The benefits of being a mentee include:

- Enhances knowledge base and improves communication
- Builds intrinsic satisfaction
- Discover leadership skills
- Creates support networks
- Provides an opportunity to devise goals and support towards achieving them
- Develops professionalism and commitment
- Builds self-esteem
- Provides an avenue to grow and learn personally and professionally

As the mentee, you are to take the lead with arranging routine meetings with your mentor, bringing forth topics for discussion, communicating your preferred learning styles, and sharing your present and future goals. Ask questions of your mentor that draws on his/her experiences and expertise. Useful strategies to facilitate conversations include:

- Active listening: Be present in the moment
- Open ended questions: Asking in a way that requires more than a yes or no
 - Ask questions that draw on your mentor's experience and expertise
- Paraphrasing: Repeat back what you learned
- "I" messaging: "I" messages don't place blame. "You" messages are degrading.

Do

- Demonstrate responsibility
- Establish confidentiality as soon as possible
- Come prepared to your meetings with topics to discuss
- Be committed to the process

Don't

- Make assumptions.
 - Expect to have an instant rapport with your mentor.
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- Ask your mentor to solve your issues; your mentor is not your therapist
- Make commitments and promises that you can't keep

Process:

1. Prior to starting, identify your goals for a mentoring relationship. Ask yourself why you want a mentor at this stage in your career. Know yourself, where you have been, and where you want to go.
2. Sign mentor/mentee agreement
3. Mentor creates an **agenda** for first meeting (Mentee creates agendas for meetings to follow). Discuss personal communication and learning styles. Agree on goals for relationship. Decide on length of relationship. Use meeting agendas to review and reflect on progress.²

Stage 1: (Months 1 - 3) *Conversations and Building a Foundation.* Start fast. Set regularly scheduled time at least every other week and start building trust and a relationship. Set ground rules (see agreement). Mentee is to develop agendas for remaining meetings, making sure to be prepared for each mentoring session. **Ideas for first assignments:** 1) Icebreakers 2) Journal and share personal reflections 3) Wheel of Life. (See appendix).

Stage 2: (Months 2 – 5) *Develop a Deeper Dialogue.* Trust is evolving – share freely. Focus on the relationship, rather than outcomes. Set goals, timeline using Mentee tools, and timelines format (see Appendix). Start with the end in mind.

Stage 3: (Month 4 – 9) *Assure, Assess, Encourage, Connect.* Use this time to put a plan into motion for established goals. Mentor will focus on supporting the mentee, as well as helping to challenge and provide vision. Mentee is to focus on growth and development. Ask for help in developing your network.

Stage 4: (Months 6 – 12) *Transitioning.* The relationship's end serves as a chance for both of you to evaluate the outcome of your relationship. What learning took place for both the mentee and mentor during the relationship both positive and negative? The effort should be made to have the end of the relationship be as positive as possible.³ The **evaluation** can be adapted according to you and your mentor.⁴

Evaluation: Follow up by regional co-chair every two months to aid in accountability and troubleshooting. See ***NAC Mentorship Program Evaluation Form.***
Complete Mentee Self-Assessment (see appendix for goal assessment and planning tools.)

Don't forget to CELEBRATE!

² http://www.ache.org/newclub/career/MentoringNetwork/mentor_guide.pdf page 11

³ http://www.ache.org/newclub/career/MentoringNetwork/mentor_guide.pdf page 22

⁴ http://www.ache.org/newclub/career/MentoringNetwork/mentor_guide.pdf page 25

Appendix

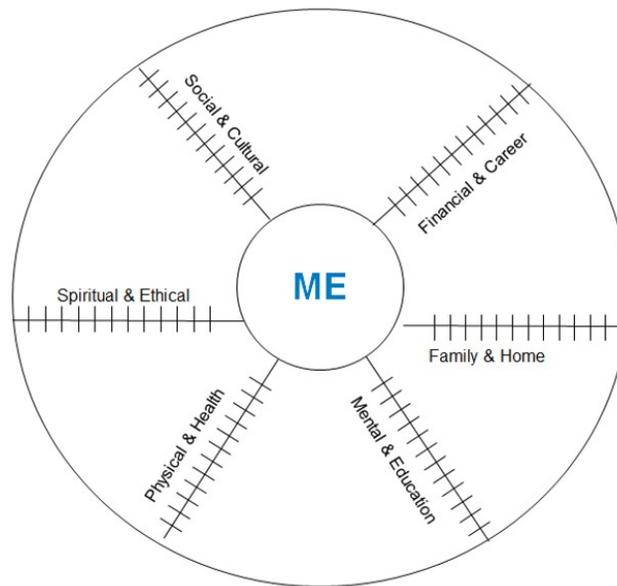
1) Icebreaker ideas:

- “Getting to know you”¹ start with 3 questions:
 - Who is the person (living or dead) you would most like to meet?
 - Tell me about the most “daredevil” thing you’ve ever done?
 - What’s your favorite food?
- “Five in Common Game”² Mentor and mentee think of 5 uncommon things they share. Not age, sex, profession, etc.
- “Dream Vacation Game”³ Mentor and mentee describe the details of what a dream vacation entails.

2) **Journal:** Examine significant life events, both personal and work-related, both positive and negative, that have influenced both of you.

3) Wheel of Life⁴

3.6 Wheel of Life



Suggested exercise: How satisfied am I currently? Mark with an “X” in each area. Closest to center means you are very satisfied. Mentee communicates to mentor.

¹ <http://www.management-mentors.com/about/corporate-mentoring-matters-blog/bid/83321/Mentoring-Ideas-3-Ice-Breakers-for-your-First-Face-to-Face-Meeting>

² <http://anitaborg.org/wp-content/uploads/2014/01/ABI-Mentoring-Ice-Breakers.pdf>

³ <http://anitaborg.org/wp-content/uploads/2014/01/ABI-Mentoring-Ice-Breakers.pdf>

⁴ <http://kchealthcareers.com/mentoring-toolkit/mentoring-toolkit-information/>

Mentee Guide to Working towards their development goals:

Tools and work plan documents

TOOLS

To create an effective developmental plan, it is important to look at your requirements, what you need to fulfill these requirements, what you currently have to offer and what is required for success. Assess whether these are in or out of balance and if so, by how much and what you must do to bring them into balance. In doing so, you will discover areas in which your skills and attributes are currently relevant or in need of development, as well as determine what factors might increase your level of satisfaction. After answering the questions, you should look for gaps with the help of your mentor, then move forward and develop a work plan. (Ache Mentee guide, pg. 14)

Mentee Developmental Goal Assessment

<p>Your Requirements For Work/Life Fulfillment</p> <p>What are my values and interests?</p> <p>What do I need to keep my life in balance?</p> <p>What are my developmental needs?</p>	<p>Contributions To Your Work/Life Fulfillment From Your Current Or Desired Role</p> <p>What is the culture of the organization?</p> <p>What benefits will help me achieve this life balance?</p> <p>What are my growth opportunities?</p>
<p>Contributions To Your Current Role Or Desired Role</p> <p>How do I deliver value?</p> <p>What are my skills and talents?</p> <p>What is my competitive advantage?</p>	<p>Requirements For Success In Your Current Or Desired Role</p> <p>What is the mission and key objective for the organization?</p> <p>What skillsets are needed to achieve success?</p> <p>What changes may impact the organization's requirements?</p>

Adapted from pg. 14 http://www.ache.org/newclub/career/MentoringNetwork/mentee_guide.pdf

Mentee Planning Document

Mentee's Goal:

Objectives	Action Plan	Resources Needed	Target Date
1 _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____
2 _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____
3 _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____

Adapted from pg. 15 http://www.ache.org/newclub/career/MentoringNetwork/mentee_guide.pdf

References

¹ file:///D:/NAC/Mentorship%20Meeting%202007%2011%2017/ACHE%20mentee_guide.pdf. Chapter one

¹ http://www.ache.org/newclub/career/MentoringNetwork/mentor_guide.pdf page 11

¹ http://www.ache.org/newclub/career/MentoringNetwork/mentor_guide.pdf page 22

¹ http://www.ache.org/newclub/career/MentoringNetwork/mentor_guide.pdf page 25

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