

## Which Came First: The Mentor or the Mentee?



### Successful Mentoring

- Know your goals
- Build a trusting relationships
- Make agreements
- Have effective conversations

### Goals

What are you looking to gain through your mentoring experience? List specific goals or areas of interest.

What do I have to give? Consider what you have to offer – unique experiences, skills, talents, etc.

What am I looking to gain?	What do I have to give?

### Building the Relationship

Getting to know your mentor partner is a foundational step to your relationship. Beyond the obvious career questions, here are some other questions you can ask to build trust in your relationship:

- Where were you born?
- How many siblings do you have? What was your birth order #?
- What's a challenge you've faced and overcome?
- What's an accomplishment you are proud of?
- How do you recharge?
- What characteristic do you most admire in others?
- What memory do you most treasure?
- What super power would you like to have?

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### **Make Agreements**

A mentoring relationship is most successful if both parties agree to certain items. Consider making agreements around:

- Confidentiality
- Who “owns” the meeting
- How you want to structure meetings – each time to talk/listen/ask questions
- Activities other than meetings
- Where to meet
- Frequency of meeting
- Share contact info
- Contacting – best way to reach

### **Successful Conversations**

Having successful mentoring conversations doesn't just happen – you need to make them happen! Here are some items to pay attention to before, during and after your conversations.

- **Prepare** – prepare for the conversation. What do you want to accomplish? What topics do you want to discuss? What questions do you want to ask? Consider different topics: stress, time management, work flow management, work/home balance, “tough boss”, saying “no”
- **Talk and listen** – make sure the conversation is a conversation! Even if your mentoring partner has asked you a question, don't go on endlessly. Make it a conversation by pausing and asking engaging or reflective questions.
  - How does that apply for you?
  - What stood out to you?
  - What thoughts does that raise for you?
- **Ask coaching questions** – before launching into sharing your opinion on a subject/topic, ask some coaching questions to help your partner think through their situation.
  - What do you bring to that situation? Where do you struggle?
  - How are you considering handling? What have you considered?
  - Have you experienced something like this before?
- **Check on progress** – periodically discuss the status of your mentoring relationship
  - Are you each reaching your goals?
  - What's going well?
  - What would you like to do differently?

### **Next Steps**

- **Complete your goals**
- **Reach out and schedule a meeting**
- **Know your Ambassador**