



## **Guide: How to Be a Mentee**

### **Introduction:**

A strong mentorship experience is a two-way street. As a mentee, your engagement, preparedness, and openness to feedback will determine the success of the relationship. Below are key steps to making the most of mentorship.

### **Steps to Being an Effective Mentee:**

#### **1. Identify Your Goals & Needs**

- Determine what you want to gain from mentorship (e.g., career guidance, skill development).
- Be specific about your short-term and long-term objectives.

#### **2. Choose the Right Mentor**

- We hope we have offered that to you. Not every match will work out though, we encourage a 12 month minimum to determine if the match is working or not, if it is not, simply request a rematch!

#### **3. Be Proactive & Engaged**

- Take initiative in scheduling meetings and preparing discussion points.
- Follow up on action items from previous conversations.
- Seek additional resources (books, articles, courses) recommended by your mentor.

#### **4. Embrace Constructive Feedback**

- Accept feedback as an opportunity for growth rather than criticism.
- Ask for specific examples or strategies to improve.
- Reflect on feedback and apply suggested improvements.

#### **5. Show Professionalism & Respect**

- Be punctual and prepared for meetings.
- Respect your mentor's time by being concise and organized.
- Maintain confidentiality and professional conduct.

## **6. Take Ownership of Your Learning**

- Apply what you learn from your mentor in real-world situations.
- Set deadlines for personal milestones and track progress.
- Develop self-awareness to recognize strengths and areas for improvement.

## **7. Express Gratitude & Maintain the Relationship**

- Thank your mentor for their time and insights.
- Stay in touch beyond formal mentorship periods.
- Give back by mentoring others in the future.

### **Conclusion:**

A successful mentorship is built on mutual respect, continuous learning, and active participation. By taking charge of your learning and engaging with your mentor thoughtfully, you can develop a meaningful and transformative professional relationship.