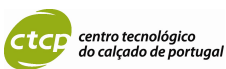




BE A MENTOR
IN THE WORKPLACE

GUIDE FOR THE MENTEE



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INTRODUCTION

Mentoring is a dynamic, collaborative, reciprocal relationship focused on a mentee's personal and professional development. Mentoring can develop spontaneously based on mutual interests between individuals, or be set up institutionally with mentors and mentees matched in a more formal process.

Successful mentoring is not about just sharing a cup of coffee now and then; it is a real, committed relationship with clear expectations on both sides, with SMART (specific, measurable, action-oriented, realistic and timely) goals.

The mentee needs to take responsibility for his or her part in the collaborative alliance and to be the leader of the relationship by guiding and facilitating the mentor's efforts to create a satisfying and productive relationship for both parties.

This guide will focus on the *active role* a mentee might take to promote success in a mentoring relationship.

Start your mentoring journey now, as a mentee, by:

- Understanding what mentoring means
- Preparing a clear goal for mentoring relationship (by reflecting on past experiences, thinking carefully about what you want to achieve and considering the needs of you and your mentor)
- Establishing a mentor-mentee relationship (by constructing a contract with an appropriate mentor which outlines key areas like goals, mutual expectations, success criteria, roles and responsibilities, ground rules, confidentiality, boundaries..)
- Preparing the mentoring meetings in conjunction with your mentor and play an active role in debriefing after each meeting
- Performing a final evaluation and ending the mentoring relationship.

THE AIMS OF THIS GUIDE:

This guide will help the mentee to get the most out of mentoring, by supporting them to:

- Understand when it would be the most valuable to engage in a mentoring relationship
- Become more proficient at defining their own learning goals
- Build trust in the mentoring relationship
- Establish agreements that keep the relationship on course
- Increasing their capacity to ask for and receive feedback
- Work more effectively with the mentor, so that he/she can build their skills, knowledge, abilities and expand thinking
- Understand when and how to come to closure in a mentoring relationship.

Steps:



STEP 1 - What is mentoring?



STEP 2 - How to start up a mentor-mentee relationship?



STEP 3 - What to do during the course of a mentoring relationship?



STEP 4 - How to bring to closure to a mentoring relationship?

For more information regarding project and partnership, go to www.bmw-eu.org

REFERENCES

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