

## Definition

Mentoring is ultimately a voluntary activity

Mentoring is about building a two-way mutually beneficial on-going learning relationship

Mentoring is a naturally evolving process

## Top 10 Mentee Behaviors

1. Ask for help on a specific project, or work on a project team together; always ask for specific information
2. Take the initiative; ask for specific advice and feedback; let your mentor know your interests and skills, as well as what you are working on in your day-to-day work
3. Produce high quality work
4. Show great ambition and enthusiasm on the job
5. Put in extra time; volunteer for extra assignments
6. Show loyalty and trustworthiness toward your mentor
7. Discuss with your mentor alternative strategies or perspectives for a project or idea
8. Think ahead of time what questions you would like to ask; come to your mentoring meetings with an agenda
9. Follow up; meet regularly with your mentor and let them know about the progress of the project, ideas you had earlier discussed with them
10. Have fun!

## Mentoring Best Practices

- Debrief one another on meetings, projects, events; share observations
- Brainstorm about projects and tasks
- Role-play situations
- Share tools and processes (e.g., templates, assessments, documents)
- Challenge each other on assumptions
- Question each other
- Give each other feedback
- Discuss topics such as career planning, professional development, skill and competency development, academic advancement, relationship building, networking/creating connections, communication, social graces, etc., *as raised by the mentee and agreed upon by both mentor and mentee*
- Maintain confidentiality

**UIT Mentoring Program Time Commitment = 9 hours min**

**All group meetings attended by all mentors and mentees**

**Kickoff Meeting** (1 hour)

**Mentor/Mentee Meetings** (6 hours total)

First meeting (1 hour long) should occur within 2 weeks of Kickoff

Frequency: 1:1 meetings (1 hour long) should occur once a month

**Midpoint Social Event** (1 hour)

**Closing Meeting** (1 hour)

+ 2 OPTIONAL Group Meetings

Mentoring is not about teaching the caterpillar how to fly; it's about creating an opening for it to see the possibility



## MENTEES ARE EXPECTED TO:

- Engage enthusiastically in the mentoring opportunity
- Take charge of his/her own development
- Identify initial learning goals
- Initiate periodic update meetings
- Seek and provide feedback
- Allocate time and energy
- Follow-through on commitments or renegotiate appropriately

## Characteristics of Effective Mentees

- |  |   |
|--|---|
| Motivated                              | Appreciative  |
| Takes initiative and is self-directing | Eager to learn and open to new ideas  |
| Proactive and resourceful              | Willing to take risks   |
| Introspective                          | Has a positive attitude   |
| Self-disciplined                       | Is open to receiving feedback about skills and behaviors; is able to integrate feedback and act on it |
| Enthusiastic                           |   |
| Communicative                          |   |

## MENTEES ARE NOT EXPECTED TO:

- Be an expert
- Know all the questions s/he should ask
- Get things right the first time
- Fit all learning into one mentoring relationship
- Look to the mentor for *all* answers about their work
- Be submissive in their mentoring relationship
- Develop a friendship with the mentor

**Mentoring is a brain to pick, an ear to listen, and a push in the right direction.**

John Crosby

## How a Mentor Can Help

- Advice on career paths/options
- Advice on how to develop maximum potential
- Assistance in forward thinking
- Guidance on how to set career goals and strategies for achieving them
- Advice on how to expand networks and broaden horizons
- Guidance about learning new skills
- Be a person who is successful to use as a role model
- Help to raise your profile
- Context-setting for a “big picture” view
- Help to develop better life perspective (i.e., balance work and home)
- Awareness of promotional opportunities
- Help with job applications
- Access to a variety of resources

## Remember how people listen to each other:

