Tips for Mentees Preparing for Mentorship Meetings

• Prior to meeting with your mentor, write down at what you hope to achieve in the meeting. Also write down anything that concerns you most about meeting with your mentor.

• It is likely that you selected your mentor because of the mentor’s resources. This typically means that your mentor has both considerable gifts and a tight time schedule. Dealing with time is a key aspect of the success of mentoring. Make sure you are clear about your needs.

• Forming a mentoring agreement and action plan spells out the purpose of the mentoring and may even include a list of career goals and work activities expected to achieve those goals and how you will work together to achieve the goals. If you do not have a formal agreement, learn about your mentor’s perspective about such agreements and discuss what ought to be included, if such an agreement is valued. Refer to the Mentoring Relationship Agreement and Mentoring Action Plan provided in the Resource Section.

• Be prepared to do some homework in order to demonstrate initiative, leadership and self-reliance. Explore alternative options for asking questions or gaining information other than just relying on your mentor. On the other hand, keep your mentor in the picture by letting the mentor know why you are asking a particular question after having explored other options.

• The focus of most successful mentoring is mutual learning. Feel free to explore what you have to offer the mentor. A sense of humour and a sense of enjoyment of your time together are essential as well.