



MENTORSHIP PILOT PROGRAM EXPECTATIONS

January 2021 - August 2021

Mentees:

- ☑ **Be proactive and drive the relationship.** Be the person who takes charge, schedules meetings and sets the agenda.
- ☑ **Come to each meeting with an idea of what you want to discuss,** don't expect your mentor to do so.
- ☑ **Take your time to listen and reflect** on what your mentor says. If you don't have an answer to a question, there is no need to hurry. You can always say, "I need to think about that."
- ☑ **Be reliable and follow through.** Do your homework and be responsive to suggestions and take-aways provided by your mentor

Mentors:

- ☑ **Make yourself available.** Your time is valuable but try to make time for your mentee, especially at previously convened times or when your mentee is preparing for important events.
- ☑ **Do not judge.** Be open to your mentees different set of values and priorities. Being preachy or condescending will jeopardize the effectiveness of the relationship.
- ☑ **Be trustworthy.** Maintain the confidential nature of the conversations with your mentee, and do not expect personal gain from mentoring.

Suggested Meeting Topics:

- ☑ **Introductions**
 - Discuss both of your career and educational backgrounds, objectives for the program, what you both envision for the mentoring relationship, and decide on the best form of communication for scheduling future meetings & staying in touch.
- ☑ **Professional Growth**
 - Discuss 5-10 year goals and aspirations, skills and on-going professional training that may be helpful to achieve these goals, discuss and define "success" and what it means to be "successful."
- ☑ **Work/Life Balance**
 - Discuss the challenges of achieving work/life balance. Create a plan for you to pursue professional success without sacrificing your personal/family life.
- ☑ **Leadership Skills & Team Work**
 - Discuss the importance of leadership and teamwork as it relates to success, what challenges do you face in being part of a team, what traits make good leaders, how you can improve leadership skills.
- ☑ **Upcoming Professional Challenges**
 - Discuss challenges met or upcoming, lessons learned or strategies in overcoming them.