Mentorship and What It Means for Your Career

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Step 1: Is Mentoring Right For You? An effective mentoring experience requires time, effort and commitment from both the mentee and the mentor. Although mentoring can be a valuable part of development, there may be other activities that are more practical or appropriate for you.

Step 2: Getting Started: Start by defining your objectives and find out the specific mentoring styles that are right for you. Whether a mentee or mentor, knowing yourself better will help you as you recruit the right mentoring partner and position yourself for a good start. The more specific you are in defining what you want to accomplish with a mentoring relationship, the more effectively your mentor will be able to help you.

Select up to three objectives that are most appropriate for you. If necessary, add in additional objectives of your own in the blank spaces provided. Once you have identified your objectives, restate them in your own words and make sure they are specific and actionable. Ask yourself, how will you know when you have achieved your objectives?

Circle Up To Three Main Objectives

1. *Build my self confidence in giving presentations*
2. *Expand my network of contacts*
3. *Clarify my professional career goals*
4. *Learn new technical skills*
5. *Expand sources of feedback*
6. *Increase my understanding of the industry*
7. *Develop my skills as a leader*
8. *Develop my project management skills*
9. *Increase my ability to take risks*
10. *Develop personal skills*

Step 3: Pairing Up: What should you look for in a Mentor?
As you search for a good match in a mentor, look for people who can help you meet your objectives. There are different types of mentors:

- **Guide Mentors** are generally the people who have been with a company for a while, know the history and are good at explaining how things evolved to become today's organization.
- **Ally Mentors** are people who are known as development focused leaders.

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- **Catalyst Mentors** may have less tenure with a company or industry, or may have moved around a lot, experiencing many different work environments, assignments and roles. Look for the experimenters– you'll usually find Catalyst Mentors in that group.

- **Advocate Mentors** may be members of a senior leadership groups or individuals who have led high-profile project teams involving multiple functions or areas. The effective 'Advocate' Mentor has created and cultivated an extensive and/or influential network.

What You Should Look For In A Mentee:

- ☐ Someone outside your function or department.
- ☐ A person different from you and to whom you could offer new perspectives.
- ☐ Someone who could develop skills and capabilities critical to the industry's future.
- ☐ Someone with a reputation as a continuous learner.
- ☐ Someone who is committed to development—theirs and yours.

Step 4: Defining The Mentoring Partnership: Like any partnership, a mentoring relationship is more likely to succeed if expectations and ground rules are agreed upon early in the process. Making sure there is a clear understanding of each other's objectives and commitments in the mentorship will be a crucial step to success.

Step 5: Stay On Track: Don't wing it! In order to keep your mentoring partnership on track and focused, planning will be required. A thriving relationship depends on your investment of energy and your commitment to the experience.

Tips for Planning an Effective Mentoring Session:

Y / N	Did I make objectives clear?
Y / N	Was I prepared?
Y / N	Did I remember my audience?
Y / N	Did I stick to schedule?

Step 6: Wrapping Up: There are many factors that influence when a mentoring relationship will come to an end. However, the ending does not mean the mentee and mentor will have no further contact. It simply means that you have achieved the objectives of the relationship and no longer need to maintain the structure of a mentoring partnership.

Questions To Consider When Deciding If It Is Time To Conclude The Mentee/Mentor Partnership:

Have you accomplished what you set out to do? (Yes / No)

Are there additional learning opportunities you need or want to take advantage of? List one you want to focus on: _____

Are there other learning experiences that would bring more value at this time? _____

How to Wrap Up: Both the mentee and mentor will want to sit down and debrief their overall experience. The end of the relationship is an excellent opportunity to have a discussion on their experience as a whole. Below are a few questions to help guide you through this process:

How did the mentor/mentee experience test you? _____

_____

_____

How did the relationship evolve over time? _____

_____

_____

What would you do differently? _____

_____

_____

What surprised you? What disappointed you? _____

_____

_____

How will you apply what you learned into your daily routine? _____

_____

_____

_____