



THINK Mentoring Tips

Starting out

- Discuss your expectations with your mentor or mentee early in the relationship. When a mentee shares his or her goals, the mentor should identify specific objectives and activities to be undertaken during the mentoring relationship.
- When discussing goals, ensure they are realistic to accomplish within the 1 year relationship period and that they do not overburden the mentor or mentee.
- Communication preferences were identified in the initial questionnaire both preferences and frequency (please stick to these unless both agree otherwise).
- It is recommended that once the initial scope and expectations are discussed (in a first meeting/email conversation) that the mentee write up these goals and expectations and share with the mentor so that both parties have an informal agreement for reference.

Advice for mentors

A mentor can assume many roles. Sharing your knowledge of the field and experience is likely to be of great benefit to the mentee. Some useful questions for mentors to guide the initial meeting could include:

- What is important to you in your career?
- What skills do you have with which you are confident?
- Which skills do you desire to develop?
- How can I help you develop these skills?
- What is one thing can I do to ensure a positive experience for you in this relationship?

Advice for mentees

A successful mentoring relationship is a mutually beneficial learning experience. To get the most of out your discussions, spend time before meetings collating your thoughts and feelings about your goals/ previously agreed actions. Think about what specific advice and experience you could learn from your mentor.