

## **Mentoring**

### **Mentoring Benefits...**

[http://www.iop.org/Our\\_Activities/About\\_Careers\\_in\\_Physics/Designing\\_Your\\_Future\\_in\\_Physics/Mentoring/Benefits\\_of\\_Mentoring/page\\_4047.html](http://www.iop.org/Our_Activities/About_Careers_in_Physics/Designing_Your_Future_in_Physics/Mentoring/Benefits_of_Mentoring/page_4047.html)

#### **...everyone**

- Mentoring helps both the mentee and the mentor recognize their abilities and limitations, thus highlighting areas for future development.
- It helps prompt thought about career development and come to a realistic conclusion about their career potential.
- It can help increase the motivation of both the mentee and the mentor.
  - The mentee gains a new direction or perspective while the mentor feels a sense of achievement when their mentee succeeds.
- It will develop communication skills. As well as the obvious listening/questioning skills, you will gain experience of talking to a younger or older colleague. This could help you interact better with your own immediate colleagues at work or university.

#### **...the mentee**

- A mentor can provide a welcome point of stability during a time of change.
- A mentor can provide guidance on areas you are unfamiliar with, such as attending interviews or pitching to a client.
- A mentor will be an independent voice, outside your direct sphere of activity. You can bounce ideas off them without fear of comeback.

#### **...the mentor**

- Your mentee can provide a fascinating link to what is happening in the younger, less experienced part of industry or business.
- Your mentee can update you on current issues as they happen.
- By discussing issues with your mentee you will be renewing and developing your communication skills.

### **How to be an Effective Mentee**

<http://www.uscg.mil/leadership/mentee.htm>  
<http://ezinearticles.com/?id=21407>

#### **The Mentee...**

- has to want to be a partner in the mentoring connection. To that end, they prepare and do the appropriate "homework" for meetings with their mentor.
  - They work to gain the skills, knowledge, and abilities to grow.
  - They're flexible, listen to their mentor, and consider new options.
  - They take initiative, seeking the mentors advice when needed.

–And they focus on the goal, not getting lost in the process (if it isn't clear, they ask the mentor how the process leads to the goal).

### **The Mentee...**

- has to know and be able to discuss their needs and objectives with their mentor.
- This means that he or she has to look inside themselves to identify areas that may need work and share them with the mentor.

### **The Mentee...**

- must take responsibility for his or her career and goals.
- Although they have the benefit of the mentor's guidance, they are responsible for their own path.
- The mentor may guide the mentee on the path to earn a promotion, for instance, but it is the mentee who must earn it.

### **The Mentee...**

- needs to be able to receive feedback and look at the situation from the mentor's perspective to gain a more objective viewpoint.
- One of the biggest values of the connection is the ability to have a more experienced person's viewpoint; sometimes when it is our own situation we are looking at, we cannot see the forest for the trees.

### **The Mentee...**

- has to be willing to try new things, to consider different ways of "getting there from here."

### **The Mentee...**

- has to periodically assess the progress of the relationship, letting the mentor know when priorities must be reset.

### **Guidelines for both**

Both must...

#### **•Have a written agreed guideline.**

- Make an agreement between both parties of the responsibilities and commitments of both parties.

Both must...

#### **•Schedule for 6 months only.**

- This gives you both an agreed timeframe to achieve effective communication and sharing of experience.

Both must...

#### **•Meet monthly.**

- Make a regular time each month for one hour to meet. As the mentee you must fit in with the mentor's schedule.

Both must...

•**Set an agenda.**

–Advise your mentor what you would like to discuss, what challenges you have been facing and any questions you may have.

–To assist you develop this agenda you may like to keep the list on going through the month so you are very prepared for your meeting.

Both must...

•**Meet in a location that suits the mentor.**

–Find locations they enjoy being in i.e. the favorite coffee shop, airport lounges or the beach.

Both must...

•Make an effort to drive or commute to the location that fits in with their schedule.

Both must...

•**Do your homework.**

–Your mentor might give you activities to try or challenges for the next month.

–Always complete these tasks and report back to your mentor on your success.

–Don't waste your mentor's time or advice.

Both must...

•**Thank your mentor with the gift of service.**

–You could assist them with a project, help in their business unit, driving them to an event, and take them to the airport.

•Being a good mentee is all about serving your mentor to create opportunities to draw from their experience.

Both must...

•**Do your homework on your mentor.**

–Find out what they like to listen to, what books they like to read, movies they enjoy, family details.

–This helps you respond to them and also thank them in ways that are important to them.

Both must...

•**Maintain confidentiality.**

–Keep all relevant discussions between you and your mentor private.

–Never disclose to others your discussions.

Both must...

•**Make time.**

•Find opportunities to support your mentor and also debrief conversations.

•If they are driving for long periods of time, keep them company (either face to face or on the phone), if they are flying interstate for the day, go with them and use the uninterrupted time on the plane to gain wisdom and assistance.

The Mentee must...

**•Avoid contacting your mentor outside of agreed times.**

–If you both agree you will meet once a month, save all of your discussions for this monthly meeting.

–If you need to contact them try SMS messaging or email so you don't interrupt their daily activities.

**The Mentee must...**

**•Try to outdo your mentor.**

–Learn from their experiences, view their templates but always try and develop your own work even better than theirs.

–If you are successful, you could share your new templates or ideas with them so you can add value to their business by improving on their ideas or systems.