

## WLP Mentor-Mentee Relationship Guide

### Mentee:

- 1) **Do your Research:** You want to choose your mentor carefully and make sure that their experience has elements that interest you longer term. Be sure to look at their LinkedIn and social media to get a sense of any prospective mentor's experience.
- 2) **Determine your Goals:** What do you hope to achieve through mentorship? Think about what success looks like for the relationship to help guide who you'd want as your mentor. Some examples are: Getting help in attaining career goals, direction for executing on business decisions, career and skill development, moral and ethical guidance, etc.
- 3) **Reach out:** Once a match is made, make sure you initiate an introductory call. Have a plan for what goals you'd like your mentor to help you with so that they have a clear idea of your needs from the start. Agree on cadence for your meetings going forward and be respectful of their time. It is your responsibility as the mentee to drive the agenda for your meetings to ensure they are productive for both of you. Your mentor is more of a guide than a coach, and they have a passion to want to help you so make sure you leverage that to advance on your goals!
- 4) **Be Open:** A good mentor gives you candid feedback. It is their responsibility to help you attain your goals, provide perspective, and push you to unlock your greatest potential. Keep the lines of communication open between you and make sure you build a rapport to optimize the relationship. Be committed to your goals and stay active within the relationship to ensure success. If ever you feel that the match isn't what you had hopes for, reach out to the mentorship Committee to see what can be done. But make sure you give it a chance first!

### Mentor:

- 1) **Help Mentee reach their Goal(s):** The purpose of mentorship is goal setting. Help guide your mentee towards tangible and achievable goals in your first few conversations and be open to their perspectives and challenges. Combine advice with action-driven encouragement to maximize your mentee's potential.
- 2) **Communication and Trust:** You want your mentee to feel comfortable to discuss their challenges with you without judgement. Your mentee has the primary responsibility to ensure they are driving the agenda and goals, but both of you have the responsibility to make sure your relationship is staying active and consistent. If you feel that there is misalignment in what your mentee expects from the relationship or unforeseen issues, feel free to speak up and let them know. It's possible that they haven't had a formal mentor before and just need someone to help them understand the way forward.
- 3) **Ask for Feedback:** Great mentors want to know if they are making a difference and being helpful to their mentee's. Feel free to ask your mentee whether the relationship is meeting their needs, what's working and where are there opportunities to improve to help meet their needs better. You're a mentor because you want to help others, so understanding this through a candid conversation will only better the relationship for both of you!

### Resources for successful mentor-mentee relationships:

<https://www.forbes.com/sites/pragyaagarwaleurope/2018/08/26/top-tips-for-a-successful-mentor-mentee-relationship/>

<https://mentorcruise.com/blog/how-do-you-build-successful-mentor-mentee-relation/>