# Career Mentoring Programme: Top Tips

## Top Ten Tips for a Successful Mentor/Mentee Relationship

A successful mentor/mentee relationship should be fulfilling and beneficial for all involved. Utilise these ten tips for a more effective and productive relationship.

| Keep communications open | • Mentee: Be up front. Let your mentor know what your goals are and what you hope to take away from the program.  
• Mentor: Help your mentee set realistic expectations. Also, if you know you will be unavailable because of business or personal travel, let them know. |
|---------------------------|-------------------------------------------------------------------------------------------------|
| Offer support             | • Mentee: Remember that your mentor is there for you, but is only a guide.  
• Mentor: Encourage communication and participation. Help create a solid plan of action. |
| Define expectations       | • Mentee: Review your goals. Make sure your mentor knows what to expect from you.  
• Mentor: Help set up a system to measure achievement. |
| Maintain contact          | • Mentee: Be polite and courteous. Keep up with your e-mails and ask questions.  
• Mentor: Respond to your e-mails. Answer questions and provide advice, resources and guidance when appropriate. |
| Be honest                 | • Mentee: Let your mentor know if you don't understand something or have a differing opinion.  
• Mentor: Be truthful in your evaluations, but also be tactful. |
| Actively participate      | • Mentee: Listen. Ask if you can observe your mentor’s practise if he/she is local.  
• Mentor: Engage in your own learning while you are mentoring, collaborate on projects, ask questions and experiment. |
| Be innovative and creative| • Mentee: Offer ideas on what activities and exercises you can do together.  
• Mentor: Share your ideas, give advice and be a resource for new ideas. |
| Get to know each other    | • Mentee and Mentor: Remember that people come from diverse backgrounds and experiences. Get to know each other on an individual basis. |
| Be reliable and consistent| • Mentee and Mentor: The more consistent you are, the more you will be trusted. |
| Stay positive             | • Mentee: Remember that your mentor is offering feedback and not criticising.  
• Mentor: Recognise the work the mentee has done and the progress made. |