



MENTEE PROGRAM GUIDELINES

Before You Begin

- Proactively participate in the program – you have so much to gain.
- Get to know your mentor and share with him/her your goals and objectives of the program.
- Take responsibility for your career and personal growth.
- Have fun, network and learn from the relationship.

Preparation

These questions are designed to stimulate your thinking and to help you prepare for your meeting with your mentor. Complete these questions and begin thinking about your goals and expectations of the relationship.

1. What do I consider the important competencies that my job requires?
2. What are some aspects of my job that I like best? That I like least?
3. What are my major accomplishments since starting in the Business? Since last year?
4. In what areas do I need to improve over the next three months?
5. In what areas of responsibility in my job do I feel I need more experience and training?
6. What have I done for my personal and professional development for me?
7. What have I done to enhance the professional development of others?
8. What are my long-range plans? What type of work do I see myself doing five years from now? How am I preparing myself for this work?
9. How can I get involved in NALP?
10. Describe your perception of the roles and responsibilities of both you and the mentor.
11. What specifically do you hope to learn from this mentoring relationship?
12. What do you hope to contribute to the mentor from this relationship?

Role of Mentee

As a Mentee, you have a wonderful opportunity to benefit from the experiences of your mentor. Your mentor is there to provide support, direction, and feedback. But don't forget that you have a responsibility for this relationship and what you get out of it. Be proactive in fostering the relationship with your mentor and don't always wait for him/her to contact you.

Guidelines

- Be proactive.
- Understand the significance of this professional relationship. It is a two-way exchange and you must be willing to give information and support.
- Be positive, honest, and open.
- Accept advice graciously but make your own decisions. Only you know what is truly best for you.
- Take responsibility for managing your career.
- Demonstrate confidence. Your knowledge, skills and abilities provide valuable input to the relationship. Your mentor can gain just as much from you as you can from your mentor.
- Be dependable, responsible, and prepared for mentoring discussions.
- Ask questions – even the ones you are hesitant to ask. Your mentor is there to provide support and act as a provider of information.
- Respect your mentor. Their experiences can help you make the most of your own experiences.
- Challenge and help your mentor to succeed as a mentor.
- Take responsibility for initiating and maintaining contact with your mentor.

First Meeting Agenda

This worksheet provides a topic agenda for your first mentee/mentor meeting. It is suggested that your initial meeting focus on defining your relationship by discussing roles and responsibilities, expectations, needs and goals. The first meeting sets the tone for the teaching/learning relationship. This tool will help you plan and prepare.

Review the meeting agenda, prepare necessary notes and use as a discussion outline.

Before the Meeting

- Complete your preparation planning worksheets.
- Review the first meeting agenda.
- Attend to necessary logistics. Schedule time, advance notice and no telephone interruptions.

During the Meeting

- Get acquainted.
- Review the agenda to determine desired outcomes of the meeting.
- Discuss expectations, roles, responsibilities and needs.
- Record decisions and outcomes.
- Discuss what went well and what improvements can be made for your next meeting.
- Schedule next meeting (not more than 30 days is suggested.)

After the Meeting

- Review objectives that were accomplished.
- Determine future meeting topics.
- Summarize meeting results and next steps.

First Meeting Checklist

Get to Know Each Other

- Share information about your professional and personal life
- Learn something new about your mentee/mentor

Establish Guidelines

- When and where will we meet?
- How will we schedule meetings?
- How will we communicate between meetings?
- What agenda format will we use?
- Will there be any fixed agenda items to be discussed at every meeting, aside from checklist?
- How will we exchange feedback?
- How will we measure success?

Confirm Next Steps

- Schedule date, time, and place of future meetings

Mentoring Meeting Journal

Record and discuss points in each of your mentoring meetings. Use these notes to within 7 days of each meeting.

Meeting date: ____/____/____

Check-in: (how are things going, work/life balance)

Goal Discussion: (goal setting/progress to date)

Action Items: (to-do's before the next meeting)

Next Meeting Date: ____/____/____

Getting Acquainted – Questions to ask your Mentor

Below are some helpful questions and topic ideas for you to use during your mentoring meetings.

- How did you get to where you are in your career/business and can you describe your struggles and achievements along the way?
- Do you have three words of advice you can offer me so that I can continue to progress?
- What are the most valuable lessons you have learned during your career? How might I apply it to my business?
- What skills do I need to nurture that will help me to be extraordinary in my current job?
- What issues would help me understand the direction of my business?
- What is the best way for me to connect to the community I serve?
- What are some political difficulties that I can learn to avoid that will enhance my effectiveness in the community I serve?
- Who would be the most effective people I need to associate myself with to improve the opportunity for advancement in the career?
- Considering my goals, what can I do to expand my skill base?
- Any ideas on how I can independently assess my true career potential?

Building Professional Relationships

- How do I cultivate successful professional relationships in NALP?
- What can I do to network to develop more contacts?
- What communication skills are critical for effectively dealing with people in my work?
- What areas of involvement in NALP would you recommend to me?

Balancing Your Personal and Professional Life

- The hours I work make it challenging to have personal time outside of work. Do you have any helpful suggestions?
- Any creative solutions for balancing my personal life with work?

Summary of the 16 Laws of Mentoring

- 1. The Law of Positive Environment**-Create a positive environment where potential and motivation are released and options discussed.
- 2. The Law of Developing Character**-Nurture a positive character by helping to develop not just talent, but a wealth of mental and ethical traits.
- 3. The Law of Independence**-Promote autonomy; make the professional independent of you, not dependent on you.
- 4. The Law of Limited Responsibility**-Be responsible to them, not for them.
- 5. The Law of Shared Mistakes**-Share your failures as well as your successes.
- 6. The Law of Planned Objectives**-Prepare specific objectives for your relationship.
- 7. The Law of Inspection**-Monitor, review, critique, and discuss potential actions. Do not just expect performance without inspection.
- 8. The Law of Tough Love**-The participants acknowledge the need to encourage independence in the professional.
- 9. The Law of Small Successes**-Use a stepping-stone process to build on accomplishments and achieve great success.
- 10. The Law of Direction**-It is important to teach by giving options as well as direction.
- 11. The Laws of Risk**-A mentor should be aware that a professional's failure may reflect back upon him. A professional should realize that a mentor's advice will not always work.
- 12. The Law of Mutual Protection**-Commit to cover each other's backs. Maintain privacy. Protect integrity, character, and the pearls of wisdom you have shared with one another.
- 13. The Law of Communication**-The mentor and the professional must balance listening with delivering information.
- 14. The Law of Extended Commitment**-The mentoring relationship extends beyond the typical 9-to-5 business day and/or traditional workplace role or position.
- 15. The Law of Life Transition**-As a mentor, when you help a professional enter the next stage of his life or career, you will enter the next stage of yours.
- 16. The Law of Fun**-Make mentoring a wonderful experience laugh, smile, and enjoy the process.