

Tips for Mentees

Contact your mentor initially via e-mail or telephone.

Plan a face-to-face meeting with your mentor as soon as possible, you can keep in contact via email, this is perfectly acceptable, although it would be good to have some face-to-face contact occasionally, as time permits.

Initiate meeting with mentor at least once a month.

Take responsibility for structuring a preliminary list of what is discussed at those meetings.

At the beginning of the relationship, communicate clearly and negotiate with your mentor your goals for your time together.

Invest time in learning about the mentor's organization and professional roles and responsibilities.

Honor any commitments made to the mentor and respect the basic privacy and confidentiality inherent in the communication that occurs within the relationship.

Actively request information and counsel from the mentor on a periodic basis and communicate with the mentor as to how the advice or information was used.

Accept that the relationship is temporary, but be alert for the possibility that it may exceed for a longer time frame, this should be a mutual agreement as to how you wish to proceed.

Express your appreciation for the mentor's time, information, counsel, and sharing of opportunities with you.

Be punctual and prepared. Don't prevail upon your mentors for special privileges which include not attending or leaving early.

Dress appropriately for all meetings with mentors.

Enter relationship with a positive attitude – believe in achievement and have confidence in yourself.

Source:(http://www.usyd.edu.au/riap/documents/wiisa/WIISAMentorshipProgram_002.pdf)