

Top Tips for Mentees

This document is to be used in conjunction with full guidance detailed on the webpage.

Mentoring is a highly effective way of accessing support from colleagues to develop your skills, and work towards organisational and professional goals. It can help you to manage and progress towards your career goals and is carried out in an environment of trust, feedback, and mutual respect.

Key characteristics of mentoring

- Encourages growth for both your individual needs and organisational benefits.
- The relationship is mentee-centered and therefore you should take responsibility for ensuring that sessions are agreed and confirmed.
- Mentoring partnerships are generally finite and should come to an end when your objectives have been achieved.

Mentoring is NOT:

While mentoring is a valuable tool for growth and development, it is important to clarify what mentoring is not.

1. **Mentoring is not managing** - Your mentor will not assign tasks or evaluate your performance. Instead, they will offer advice, insight, and encouragement without direct authority.
2. **Mentoring is not about giving all the answers** - Your mentor should guide and challenge you to think critically and develop your own solutions.
3. **Mentoring is not counselling** - your discussion should stay professional and not stray into personal issues or concerns.

Your role as a mentee

For mentoring to be successful, you need to be passionate about growing professionally, learning new skills, navigating your career path and/or expanding your professional networks.

You should:

- Communicate your goals and challenges openly.
- Be proactive and take ownership of the relationship.
- Accept feedback and different perspectives.
- Take initiative in scheduling and preparing for meetings.
- Reflect on sessions and integrate learning into your practice.

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the mentoring
website



Before your first mentoring session, you should:

1. **Clarify your goals** - Identify what you want to achieve from the mentorship - this might be any of the following:
 - Skill-Building: Improve key skills like communication, time management, and leadership.
 - Networking: Expand your connections and explore new circles.
 - Career Direction: Map out your path and plan how to reach your goals.
 - Fresh Perspectives: Work through challenges with new ideas and honest feedback.
 - Confidence Boosts: Get inspired to take action and believe in your potential.
 - Knowledge Sharing: Share lessons, stories, and experiences.
2. **Prepare questions** - Come with specific questions about your career growth, challenges, or industry insights.
3. **Reflect on your own journey** - Consider your current strengths, weaknesses, and key experiences to provide context to the mentor.
4. **Set expectations** - Think about what kind of guidance you seek and be ready to discuss communication preferences.
5. **Be open-minded** - Stay receptive to feedback and different perspectives.
6. **Bring a notepad or digital tool** - It is your responsibility to take notes on insights, advice, and action items discussed.

Possible mentoring outcomes

Gain knowledge	Learn skills	Receive guidance
Understanding best practice	Providing input to develop specific skills eg. leadership	Discussions around career pathways
Knowledge about the institution, processes and practices	Supporting development of soft skills eg. communication	Supporting with networking, introductions and connections
Sharing relevant experiences	Supporting with problem-solving	Guidance with applications and interviews
Useful techniques and methods	Strategies for time management	Signposting to training and development opportunities
Work through challenges with new ideas and honest feedback	Skills gained in discipline area	Bounce ideas off a critical friend

Top mentoring tips

1. **Be patient:** Progress takes time - mentoring is a long-term commitment.
2. **Build a relationship:** Focus on trust and open communication.
3. **Celebrate milestones:** Recognise both small and big achievements.
4. **Be open to challenge:** Be ready to consider new ideas and approaches.
5. **Maintain open dialogue:** Keep discussions honest and solution-focused.