

Mentoring Best Practices

Tips for Success

1. Prepare with intention

Make the most of each session by showing up ready. Think ahead about what you want to cover, which questions you want to raise, and which updates your mentor should hear. Come with a clear sense of priorities and topics so your time together is focused and productive.

Ask yourself:

- *What are my objectives for this program?*
- *What topics or questions do I want to bring up?*
- *Where am I ready to grow or take on more responsibility?*

2. Build self-awareness

A successful mentoring relationship begins with knowing yourself. Reflect on your strengths, the challenges you face, and the opportunities you see for growth. This self-understanding helps you set meaningful goals and gives your mentor the context they need to best support you.

Ask yourself:

- *What strengths do I rely on most in my role?*
- *What areas feel like gaps or recurring challenges?*
- *What skills would make the biggest difference for my career?*
- *What uncertainties or blockers hold me back from progressing?*

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3. Take ownership

Your growth is your responsibility. Come prepared with clear questions, materials, and completed assignments. Stay engaged, take notes, and manage your commitments.

4. Stay open

Mentoring works best when you are willing to stretch your perspective. Be ready to hear constructive feedback and explore approaches that may feel new or uncomfortable. Practice active listening, ask clarifying questions, and be willing to try lessons in your work even if they challenge your usual habits. Openness creates space for growth.

5. Put in the effort

Progress requires commitment. Expect to face challenges, risks, and the possibility of mistakes along the way. Instead of avoiding them, treat these experiences as part of the learning process. Apply new approaches, experiment in your daily work, and reflect on what worked and what didn't.

6. Capture and reflect

Use the *Mentee Notes* template to track lessons, goals, and action items. Recording your journey helps you stay focused, measure your progress and show how far you've come by the end of the program.