

## Mentor Instructions

To **prepare** for a new mentoring relationship (or even a new phase in your mentoring relationship, it helps for you to consider and articulate A) your **purpose** (why you've agreed to mentor), B) your **parameters** (what types of mentoring support you are willing to offer) and C) your **preferences** (how you would prefer your mentoring relationship function). Establishing an effective relationship with your mentee involves reflecting, discussing your perspective and negotiating how you'll work together. Here are your 3 steps:

### A. Your Why: Reflect on Your Goals

Summarize your top 3 reasons that you agreed to serve as a mentor.

Reason 1	
Reason 2	
Reason 3	

### B. Your What: Reflect on Your Parameters

There are ten types of mentoring support, and many mentors have preferences about which types of support they are willing to offer. One of your first goals is to consider your professional responsibilities/obligations over the next 3-6 months and your personal preferences and consider which types of mentorship you are more comfortable and able to offer right now. Review the list and check:

		1 Willing to Offer Unreservedly	2 Willing to Offer in Limited Amounts	3 Reluctant to Offer	I Don't Know
1	Access to your resources				
2	Access to opportunities				
3	Your time and attention				
4	Emotional support				
5	Role modeling/inspiration				
6	Your advice/direction				
7	Skill development				
8	Access to your network				
9	References/letters of recommendation				
10	Protection				

### C. Your How: Reflect on Your Preferences

Many mentors have expectations about how they and their mentee will interact. Feel free to consider what worked well about your previous mentoring relationships, and what your current preferences are; these will be part of your conversations:

Factor	Explanation	Summarize your preferences?
<b>Structure</b>	Do you prefer that your mentee identify and work towards a specific goal, or are you okay with conversations that just address emergent issues as they arise?	
<b>Meet</b>	How would you prefer your meetings be structured? (e.g. do you want them to prepare an agenda, identify the topics/or do you want to initiate questions, etc.)	
<b>Communication</b>	How do you imagine interacting with your mentor or protégé?  What mediums would you prefer to use (face to face, emails, texts), and how frequently?	
<b>Conflict</b>	How do you want your mentor to share uncomfortable, difficult or challenging information?	
<b>Appreciation</b>	How do you experience appreciation and how would you appreciate your mentor demonstrating appreciation to you?	

### D. Checklist

- Purpose: Do you know your reasons for serving as a mentor?
- Parameters: Do you have a sense of which types of mentorship support you are willing to offer and which you are reticent to offer (and why)?
- Preferences: Can you describe how you would like your interactions to be structured and what expectations you have for your mentee?

Great! You're now ready to establish your mentoring relationship with your mentee.

## Mentee Instructions

To **prepare** for a new mentoring relationship (or even a new phase in your mentoring relationship, it helps for you to consider and articulate A) your **purpose** (why you would appreciate your mentee), B) your **parameters** (what types of mentoring support you would appreciate) and C) your **preferences** (how you would prefer your mentoring relationship function). Establishing an effective relationship with your mentor involves reflecting, discussing your perspective and negotiating how you'll work together. Here are your 3 steps:

### A. Your Why: Reflect on Your Goals

Summarize your top 3 reasons that you wanted a mentor.

Reason 1	
Reason 2	
Reason 3	

What you will consider is if any of your reasons can be turned into tangible goals for you and your mentor to work towards. Part of establishing your relationship is sharing your reasons/goals and negotiating what support they are willing and able to offer.

### B. Your What: Consider Your Preferences (and Their Parameters)

There are ten types of mentoring support, and you should know that many mentors have professional and personal preferences about which types of support they are willing and able to offer. Consider which types of support you would highly value right now. One of your goals will be to discuss and determine which types of mentorship support they are willing to offer. (You'll do this by asking them by about their reasons, previous experiences and how they would like to structure your relationship.)

		1 Highly value	2 Value	3 Minimality value	I Don't Know
1	Access to their resources				
2	Access to opportunities				
3	Their time and attention				
4	Emotional support				
5	Role modeling/being inspired by them				
6	Their advice/direction				
7	Skill development				
8	Access to their network				
9	References/letters of recommendation				
10	Protection				

### C. Their (and Your) How: Identify Your Mentor’s Preferences

Many mentors have expectations about how they and their mentee will interact. One of your goals will be to consider your preferences and discover theirs through conversations (usually within the first 10% of your time together). So read some potential questions you can ask your mentor to determine their preferences, and consider if they are in alignment with your preferences.

Factor	Explanation	Potential Questions
<b>Structure</b>	Some mentors prefer mentees identify and work towards a specific goal, while others are okay with conversations that address emergent issues as they arise. What’s your preference.	<ol style="list-style-type: none"> <li>1. How have you work with mentees in the past?</li> <li>2. Did your mentees identify specific goals to work on or did you have more organic conversations?</li> <li>3. What are some types of goals that you’ve worked on with previous mentees?</li> </ol>
<b>Meet</b>	How do they prefer your meetings be structured? (e.g. do they want them to prepare an agenda, identify the topics/or do they want to initiate questions, etc.)	<ol style="list-style-type: none"> <li>1. How do you prefer to structure meetings?</li> <li>2. How would you prefer that I prepare for our meetings?</li> <li>3. What have you found to be productive/useful when meeting?</li> </ol>
<b>Communication</b>	How do they prefer to interact with you?  What mediums do they prefer to use (face to face, emails, texts), and how frequently?	<ol style="list-style-type: none"> <li>1. What are your preferred communication methods between our actual meetings? Emails? Videos? Texts. What’s App, etc.?</li> </ol>
<b>Conflict</b>	How do they want you to share uncomfortable, difficult or challenging information?	<ol style="list-style-type: none"> <li>1. How do you prefer that I</li> </ol>
<b>Appreciation</b>	How do they experience appreciation?	<ol style="list-style-type: none"> <li>1. What are some actions that your mentee prefer</li> </ol>

### D. Checklist

- Purpose: Do you know your reasons for wanting mentorship?
- Parameters: Do you have a sense of which types of mentorship support you would really value?
- Preferences: Can you describe how you would like your interactions to be structured and what expectations you have for your mentor?

Great! You’re now ready to establish your mentoring relationship with your mentor!