

## **Roles and Responsibilities**

### **Mentor Role:**

The partnership between a Mentor and a Mentee is built upon trust, respect, and professionalism. As a Mentor, your role will be one of coach, guide, motivator, advisor, and role model. You will have the opportunity to:

- Provide constructive feedback about your Mentee's personal and leadership skills
- Share your knowledge about specific leadership roles, organizational cultures, and industry standards
- Give guidance about how to conduct oneself in leadership and business settings
- Facilitate networking on behalf of the Mentee
- Coach and guide your Mentee toward achieving specific developmental goals

### **Mentor Responsibilities:**

- Clearly communicate the developmental goals that you agree to work on with your Mentee
- Set realistic expectations regarding method and frequency of communication between you and the Mentee
- Be available and maintain consistent contact
- Listen to the Mentee with open and honest communication
- Provide the Mentee with information about opportunities he or she should explore
- Give constructive feedback

### **Mentee Role:**

The partnership between a Mentor and Mentee is built upon a foundation of trust, respect, and professionalism. As a Mentee, your role is to assume responsibility for your own professional and personal growth and development. You will have the opportunity to:

- Learn about specific leadership roles, organizational cultures, and health care as a business
- Receive constructive feedback about your personal and professional skills
- Obtain guidance about conducting yourself in health care and business settings
- Create a focused development plan with your Mentor and work towards achieving the stated goals

**Mentee Responsibilities:**

Initiate contact with the chosen Mentor

Communicate your interests, needs, and problems clearly

Accept your Mentor's advice and feedback without becoming defensive

Set realistic expectations of the Mentor

Develop a learning and development plan with goals and address this document during your meetings

Appreciate the mutual respect, trust, and openness, and confidentiality that develops between yourself and your Mentor