

Tools and Tips

Do's and Don'ts:

Mentor Do's:

- Make efforts to keep your appointments with the Mentee
- Actively listen to questions and concerns
- Encourage open and honest discussions
- Approach the topics and issues brought forward with an open mind
- Maintain a high level of trust and professionalism
- Respect confidentiality
- If business pressures prevent you from fulfilling your commitment, let the Mentee know as soon as possible

Mentor Don'ts:

- Don't hesitate to provide your Mentee with constructive feedback about areas for personal and professional development
- Don't hesitate to contact your Mentee if you have not heard from him or her for a while or they have not been able to keep your appointments

Mentee Do's:

- Initiate the contact with your Mentor
- Plan an agenda for each meeting and be focused and prepared
- Keep all appointments with your Mentor and be punctual
- Approach your discussions with an open mind
- Maintain a high level of trust and professionalism
- Respect confidentiality
- Accept constructive feedback from your Mentor
- Thank the Mentor for his or her time
- Maintain consistent contact with your Mentor, even when you do not have a pressing issue to discuss

Mentee Don'ts:

Don't hesitate to contact your Mentor if you have not heard from him or her for a while or they have not been able to keep your appointments

Do not neglect contacting your Mentor to set up meetings