

# Ten Tips for a Successful Mentor/Mentee Relationship

A successful mentor/mentee relationship should be fulfilling and beneficial for all involved. Utilize these ten tips for a more effective and productive relationship:

## 1. Keep communications open.

*Mentee:* Be up front. Let your mentor know what your goals are and what you hope to take away from the program.

*Mentor:* Help your mentee set realistic expectations. Also, if you know you will be unavailable because of business or personal travel, let them know.

## 2. Offer support.

*Mentee:* Remember that your mentor is there for you, but is only a guide.

*Mentor:* Encourage communication and participation. Help create a solid plan of action.

## 3. Define expectations.

*Mentee:* Review your goals. Make sure your mentor knows what to expect from you.

*Mentor:* Help set up a system to measure achievement.

## 4. Maintain contact.

*Mentee:* Be polite and courteous. Keep up with your e-mails and ask questions.

*Mentor:* Respond to your e-mails. Answer questions and provide advice, resources and guidance when appropriate.

## 5. Be honest.

*Mentee:* Let your mentor know if you don't understand something or have a differing opinion.

*Mentor:* Be truthful in your evaluations, but also be tactful.

## 6. Actively participate.

*Mentee:* Listen. Ask if you can observe your mentor's practice if he/she is local.

*Mentor:* Engage in your own learning while you are mentoring, collaborate on projects, ask questions and experiment.

## 7. Be innovative and creative.

*Mentee:* Offer ideas on what activities and exercises you can do together.

*Mentor:* Share your ideas, give advice and be a resource for new ideas.

## **8. Get to know each other.**

*Mentee and Mentor:* Remember that people come from diverse backgrounds and experiences. Get to know each other on an individual basis.

## **9. Be reliable and consistent.**

*Mentee and Mentor:* The more consistent you are, the more you will be trusted.

## **10. Stay positive!**

*Mentee:* Remember that your mentor is offering feedback and not criticizing.

*Mentor:* Recognize the work the mentee has done and the progress made.