

Tips for Mentoring Sessions

1. Prepare

Be prepared for your meetings with your mentor/mentee. Prepare anything that was previously discussed as needed and bring feedback/thoughts from the previous meeting that you would like to discuss further. Bring some issues and key talking points to the meeting. You could discuss any issues that have arisen in current projects in work or college. Homework and logistics are key elements for each meeting, so be prepared.

2. Expectations

To avoid any confusion or assumptions, the mentor and mentee should each clearly outline their expectations of this relationship. Be sure to include how often you will talk and in what format e.g. skype, phone, instant messenger, etc., what you will focus on each time and be sure to check in regularly.

3. Regular contact

Be sure to keep in regular, ongoing contact with your mentor/mentee. Short regular intervals of contact are much more valuable and informative than one long irregular session. Always finish a session with an agreement as to when you will speak next. Avoid cancelling sessions as much as possible. If another appointment has come up, you can shorten the session to a 5-10 minute catch-up rather than an in-depth discussion and re-schedule to a more suitable time.

4. Ask difficult questions

Ask difficult questions. A mentoring relationship should be beneficial to both the mentee and mentor. While it can be difficult to get acquainted with someone online, don't be afraid to ask questions that could potentially challenge each other to be a better mentor or mentee. Examples include, if you have trouble speaking up in class or team meetings or you respectfully disagree with something that the other is saying, then please say it. While it may be difficult to bring up these issues, it will only benefit the relationship and you both will get more out of it.

5. Give feedback

Be sure to let your mentor know how much you appreciate their time and expertise. It is important to share with your mentor how much you are benefiting from the programme. Alternatively, if you would like to focus your sessions on a different element of your mentor's experience, it is important to let them know. It's crucial that a mentee also gives constructive feedback to a mentor to allow them to be the best mentor they can be and to help with any future mentorships that they may partake in.