

A blurred background image showing several people in a meeting or discussion. The image is out of focus, with colors like red, pink, and blue visible. The word 'Mentee' is overlaid in white text in the center.

Mentee

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Rules for a good mentoring relationship

- The mentee is responsible for ensuring an agenda for each meeting and putting what they learn into practice.
- The mentor is responsible for setting sufficient time aside and being physically and mentally present at the meetings. The mentor describes their own experiences.
- The parties prepare an agreement at the first meeting.
- The mentoring relationship focuses on the mentee's job/career.
- The relationship lasts approx. one year



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Clarification

- What do you want out of your mentoring?
- What kind of help do you need right now?
- What should your mentor know about you?
- What are your strengths?
- What are your greatest needs?
- What topics will you discuss?

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Roles of mentee and mentor

Mentee

Takes initiative to arrange meetings, with additional dates in the calendar

Writes summary for mentor by agreement

Mentor

Attends meetings and awaits the mentee's initiatives

Follows up if too much time passes between meetings

Shared

Formulate contract together
Remind each other of agreements, evaluations and progress

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Learning and evaluation in meetings

To be filled in by the mentee

Before the meeting:

1. What stands out from the previous meeting?
2. The goal discussed in the previous meeting:
 - How have I worked on it?
 - What went well? / What was difficult?

At the end of the meeting: spend a few minutes answering the following questions and briefly discuss your thoughts with your mentor before you part.

- What's been useful in this conversation?
- What would you like the mentor to focus on more?
- What will you work on before the next meeting?

To be filled in by the mentor:

Before the meeting:

- What stands out from the previous meeting?
- The goal discussed in the previous meeting:_____

At the end of the meeting: spend a few minutes answering the following questions and briefly discuss them with the mentee before you part

- What interested me most?
- What learning points have become clear to me?
- What did I learn about myself in this meeting?

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Checking the relationship is right

- Meeting 1: check expectations- on both sides
- Meeting 2: check expectation again - have they changed?
- Meeting 3: first relationship review - mentor and mentee assess how each has contributed to making the relationship work.

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Alignment of expectations

A working paper you can return to to check whether you're still on the right course.

Goals

- Describe maximum three objectives of your mentor relationship

Practical framework

- Describe the practical terms of the relationship concerning confidentiality, frequency and initiator of meetings

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Mentee/mentor agreement: questions to consider

- What is the mentee asking for help or support with (implicit/explicit)?
- What kind of help can the mentor give? Practical help? Invitation to his or her own network?
- What does the mentee hope the mentorship will lead to?
- What does the mentor hope the mentorship will lead to? For the mentee? For the mentor?
- Is there anything the mentor does not want to do or help with?
- How should the meetings be evaluated in the course of the mentorship, and how should the parties discuss the outcome?
- Should mentor/mentee agree on a principle of mutual confidentiality?
- Should mentor/mentee agree on conditions for cancelling meetings?



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