

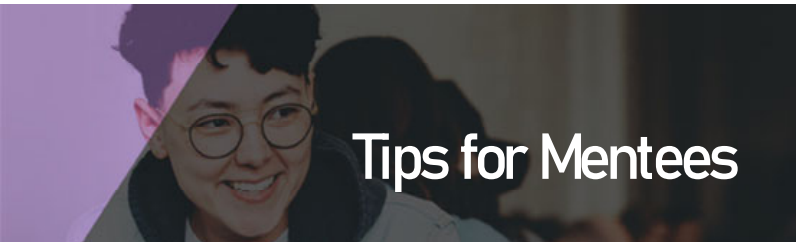
Have a Great Mentorship Experience!



'Momentous Things Happen in the Moment'

–Amy Timmer,

Director, National Legal Mentoring Consortium, and co-author of *60-Minute Mentoring / Small Commitments, Big Results*



Tips for Mentees

1. Bring a learn-from-anyone mindset to the program. Don't be locked into a too-short list of mentors, because you can learn from everyone. All the program mentors have valuable experience they are willing to share.
2. Mentors want and deserve that you communicate efficiently and effectively ... reach out promptly after booking a session in the mentorship website ... be respectful of mentors' time and manage it well ... be engaged, energetic, and focused.
3. For each hour-long mentoring session, pre-think the conversation, deciding what you wish to learn from each mentor. Prepare questions, areas for feedback, and requests for support. Have 2 or 3 sentences about your career goals ready to tell mentors when they ask.
4. Manage up – help your mentors guide you. Begin questions starting with “what”, “how” or “where” rather than “do you ...” so you will elicit an explanation, not a simple “yes” or “no.”
5. Make it fun! Seek different points of view from your own. It's good to assess and learn by thinking differently. Embrace all feedback while remaining honest and responsive.
6. It is not a sales appointment. Mentors have reserved their valuable time to share their knowledge and experience. They trust that mentees will approach the meetings in the same spirit of mentorship and refrain from viewing the sessions as sales presentations or job interviews.
7. Close your meeting with a thank you, and follow up with an email or letter.



Tips for Mentors

1. Be approachable. Respond quickly and enthusiastically to mentees' outreach after they book mentoring sessions with you. Ask each mentee to share information about themselves prior to your meeting.
2. In each hour-long mentoring session, prevent distractions. The most beneficial meetings are two-way exchanges in which both sides are fully engaged: the mentor sees new perspectives and the mentee takes away helpful knowledge and advice.
3. Enjoy the experience! Embrace these relaxed, conversation-style opportunities to give back. It can be fulfilling to know you are helping make a difference.
4. Consider each session as a chance to learn and see your industry or profession through the eyes of the next generation of leaders. You can gain as much as you give.
5. Be a good listener! It can be counterproductive if you approach the role as an instructor and dominate the mentoring session. Certainly, share your knowledge and insights, however, also listen well to the questions and concerns of the mentee.
6. In addition to sharing knowledge, help mentees examine and reflect on their needs and goals.
7. Avoid generalizations like “all”, “never”, “always”, etc. Be specific.
8. For each hour-long mentoring session, pre-think your answers to some of the questions on page 2.
9. Be a role model.

[Mentees, see Page 2 for helpful ice-breaker questions >>](#)

Have a Great Mentorship Experience!



Have a Plan and Ask Good Questions

Based on survey results, a key recommendation mentors have for mentees is to prepare an agenda or questions in advance of each meeting. Perhaps even share this with mentors prior to meetings. This is a clear sign of an organized person who also is respectful of others' time. Naturally, questions should be relevant to the background of the individual with whom you will meet.

A good starting point is to decide what outcome you hope to achieve in the approximate hour-long session with each mentor. Perhaps focus on three or four topics you want a mentor to talk about, so when you leave each session you will have gained the knowledge that is most helpful to you.

As an idea starter, here are some questions to consider for kicking off the meeting and steering the conversation in the direction you want. Then listen for openings to dive deeper into subjects of specific importance to you.

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What have been the keys to your success?

What do you find most rewarding about your career?

What are your thoughts on _____? What is your favorite part of _____?

I am looking to accomplish _____ with my career. What do you think I should do to get there?

How would you recommend I get into _____ (insert a specific specialization/role/sector, etc.)?

What current or coming industry advancements do you think will change the business/profession, and how?

What is the best way to keep updated on emerging trends in our profession?

What continuing education or designations do you find important/or have done?

If _____ happened to you, how would you navigate it?

What is the best career advice you ever received? What action did you take as a result?

What do you wish you knew, or wish you had done differently, at my stage in your career?

What qualities set your colleagues apart from other coworkers that make them ideal people to work with?

Enjoy the Program!