

## Mentee Best Practices

Congratulations! You've taken the first step in strengthening your professional development skills. As a mentee, you will be partnered with a seasoned Bridge employee who is ready to dedicate their time to sharing their knowledge and coaching you in an area of your choice.

### How to make the most of your Mentee Experience:

- Best practice is to create a goal to work towards
- [Know what you want to gain from the relationship](#)
- Arrive with curiosity, questions, and commit to the process
- Read more here: [Mentor Mentee Relationship](#)

### Suggested Meeting Disciplines:

1. Come prepared with an agenda and meeting objectives
2. Stay focused on meeting objectives and try to limit conversation that does not support the purpose of the meeting
3. Discuss behavior that is not supporting the mentoring process (frequently arriving late, constant rescheduling, not benefiting from sessions, etc.)
  - a. It may not be a good fit, and that's okay! If so, discuss circling back with the Talent Development team to partner with another mentor
4. Review action items from previous meetings at the beginning of each meeting
5. Summarize action items, commitments, and deadlines
6. Debrief meetings to ensure comprehension and measure engagement
7. Don't be afraid to check-in with your mentor between meetings, if necessary, to ask questions or seek guidance

### Suggested Meeting Activities:

- Share your career journey and where you see yourself in the next 2-3 years
- Entrust your mentor to hear your challenges
- Role play
- Request to job-shadow if it's an option
- Request articles and books to read, and professional development videos to watch
- Share samples of your work for critique
- Ask for feedback on a specific project or skill you want to improve

Sample Meetings:

- Introductions. *Get to know each other – build rapport.*
  - Share your background, career journey, and how you ended up at Bridge.
  - Get to know your mentor by asking questions. For example:
    - What did you do before joining Bridge?
    - Where are you from?
    - Do you have any pets?
    - What do you like to do for fun?
  - Discuss and agree on the format for meetings, ground rules, scheduling, etc.
  - Wrap-up with a course of action for the next meeting
    - What does each party need to do/bring to be prepared?
  
- Develop a goal. *Work towards developing a specific goal that you want to reach.*
  - Why do you want to meet with a mentor?
  - What knowledge, skills, and abilities are you interested in learning?
  - What skill(s) are you seeking to learn that your mentor may not be able to help with?
    - Is there someone they know who can assist?
  - Complete a SWOT Analysis to discover your strengths, weaknesses, and opportunities: [SWOT Analysis Worksheet](#)
  - Once the SWOT is completed, discuss the takeaways - what did you learn about yourself?
  - How can the information be used towards your goal(s)?
  - What challenges/roadblocks are you facing in your journey right now?
  - How can you overcome these challenges?
  - Homework: Create a draft of a goal that you want to achieve.
    - Is the goal [SMART](#)? (Specific-Measurable-Attainable-Realistic-Timely)
  - Wrap-up with a course of action for the next meeting.
    - What does each party need to do/bring to be prepared?

- Review and finalize your SMART goal.
    - Spend 10 minutes reviewing the SWOT analysis and SMART goal from the previous meeting
    - Share the goal you created with your Mentor and ask if they can assist in mapping out steps to reach the goal
    - Share what's going **well** in your current role with Bridge
    - Share what challenges you may be experiencing related to the goal
    - How can your mentor help you reach your goal?
    - What additional questions do you have for your mentor?
  
  - Take the Lead:
    - Spend 10 minutes reviewing items from the previous meeting
    - What has gone well since the last session?
    - What challenges have occurred?
    - What work have you done towards reaching your goal? What do you need help with?
    - What are some actions items to complete before the next meeting?
  
  - What Support Do You Need?
    - Review your SMART goal. What's the progress? What needs to be completed?
    - If you have not reached your goal, determine the obstacles and how you may overcome them
    - Review your notes to ensure every effort was made to achieve your goal
    - Continue to come up with questions for your mentor and ask for specific feedback
  
  - Wrap Up.
    - Celebrate the progress both you and your mentor have made
    - Collaborate with your mentor about ending the mentoring relationship:
      - Is it time to separate and move on with the knowledge each of you has gained?
      - Should the relationship shift to be more informal or ad hoc?
      - Do you still have opportunities to learn from each other but with a different focus?
    - Thank your mentor for their time and efforts in helping you grow in your career
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Examples Power Questions:

Getting Started:

1. What are some of your hobbies?
2. What's your favorite food/restaurant?
3. Do you have pets?
4. What's on your bucket list?
5. What was your first corporate job? What did you love & dislike about it?
6. Did you think you'd find yourself in this industry?
7. Did you ever have a mentor? What did you learn?

Values and Visions:

1. Who is your most inspiring role model? Why?
2. What are your top three personal values?
3. How do you spend your time outside of work? How do you unplug?
4. What do you wish you would've known 10 years ago that you know now?
5. What is a lesson you learned from a failure?
6. What is your definition of success?

Goals and Actions:

1. Why did you decide to be a mentor?
2. What skills have been the most beneficial for you?
3. What is a typical day like in your position?
4. How do you manage your time?
5. How can I create a plan for career advancement?
6. What can I do to improve my interpersonal skills?
7. What are some challenges you face, and how do you overcome them?
8. How can I improve getting through difficult conversations?