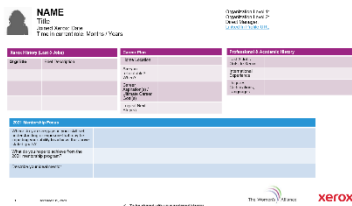


Making the Mentoring Experience Work for You

Talent Profile



The image shows a screenshot of a Talent Profile form. At the top, there is a header with a profile picture icon, a name field, and a title field. Below this, there are several sections with different colored headers: 'Basic Personal Information' (purple), 'Education' (purple), 'Professional Information' (purple), 'Skills' (blue), and 'Interests' (blue). Each section contains various input fields for text, dates, and checkboxes. At the bottom right, there are logos for 'The Mentoring Center' and 'xerox'.

Mentee:

- Complete Talent Profile.
- Link to the [Mentoring-Talent-Profile Template](#)
- Send the profile to your mentor at least a week before the first scheduled meeting.

Mentor:

- Review the mentee's Talent Profile prior to the first meeting.
- Prepare to provide the mentee with feedback and a development strategy.

Meeting Tips



Tip #1: Build a rapport.

Tip #2: Discuss learning styles and competencies.

Tip #3: Determine communication preferences to get the most from future meetings.

Tip #4: Agree to schedule for ALL future meetings during the first meeting.

Notes to know:

- Get to know each one another by building a rapport. Finding a common ground will help your relationship to flourish.
- Establish what the relationship will achieve. Make your goals clear, for the mentoring relationship and the mentee's career path.
- Schedule future meetings. Discuss when, where, how often and length of time for the mentoring period.

Mentoring Agreement



- A mentoring agreement identifies the roles of both mentor and mentee.
- Mentor and mentee should discuss the details thoroughly and draw up the mentoring agreement together, including the "ground rules" for the process.
- Key components of the agreement should include the following:
 - Openly share expectations and goals
 - Timing and location of meetings
 - Length of the mentoring relationship
 - Agreement for honest and confidential communications
 - Feedback mechanism to inform mentee's manager of the progress