

Role of Mentee

TWA ConneXions

What do Mentees do

- Observe
- Ask questions
- Ask for constructive feedback
- Talk about experiences
- Be honest at all times
- Be respectful
- Be willing to listen and learn
- Keep confidences
- Don't react defensively when receiving feedback

Assessing Your Needs

Career development

- Goals
- Plan of action
- Skills needed

Personal development

- High Self-Confidence
- Initiative
- Analytic Ability
- Change Orientation
- Interpersonal Skills

Mentees should take the initiative to drive the relationship

Role of Mentor

TWA ConneXions

A Mentor is a

• **Coach**

- Actively listens
- Supports and encourages during times of stress and uncertainty

• **Role model**

- Shares career and development experiences
- Creates non-threatening climate to test skills and receive feedback
- Provides exposure to key decision makers

• **Sounding board**

- Shares ideas and provides constructive feedback
- Facilitates problem solving
- Gives insights into culture, business

A Mentor is NOT

- Substitute for the manager (A mentor is not the individual responsible for giving input into the mentee's evaluation.)
- Intermediary for conflict
- Perfect
- A vehicle for "fast-track" opportunities
- A source for HR feedback

- Mentor should initiate the first contact with mentee.
- Mentor is obligated to make time on his/her schedule for at least a *once a month* discussion with mentee.
- Whenever possible, mentor and mentee should arrange an actual face to face meeting. (i.e. during business trips to mentee's/mentor's locale, etc.)
- Information shared with mentor is confidential and is not, under any circumstances to be allowed outside the bounds of the mentoring relationship (i.e. shared with mentee's manager).

• Mentors "**EMPOWER**"

E = encourage

M = model

P = provide perspective

O = open doors of thought

W = widen thought process

E = educate

R = reality check



Discussion Ideas

- ✓ Career management
- ✓ Pursuing goals and objectives
- ✓ Skill Gap development
- ✓ How to handle conflicts, take advantage of opportunities
- ✓ Input into development assignments or training
- ✓ Input about major projects
- ✓ Insights from key meetings (e.g. All employee meetings, Operations reviews, etc.)
- ✓ How the formal and informal organization works