



The Role of the Mentee and How to Excel

Introduction

Successful mentees on the Mentoring Women in Business Programme exhibit certain qualities that foster a productive mentoring relationship. Below are essential tips to help you prepare and make the most of your time on the programme.

Mentees play a crucial role in shaping the success of their mentoring relationship with their mentor. To maximise the benefits of this partnership and achieve your desired outcomes, it's important for you to understand and fulfil your responsibilities as a mentee. The following are key tasks for you to ensure a productive and impactful mentoring experience.

Initiate the first meeting

Upon receiving the matching email, it is your responsibility to contact your mentor and arrange the first meeting. Your mentor will be waiting to hear from you. During this initial meeting, you should work with your mentor to establish a regular meeting schedule that works for both of you, ensuring you connect for at least two hours each month.

Drive the relationship and set the agenda

As a mentee, you are responsible for driving the direction of the mentoring relationship, as the focus will be on your business and your development. It is also your responsibility to ensure that regular meetings are scheduled.

This includes establishing the goals you and your mentor will work on together. Before each meeting, ensure you prepare and share an agenda to guide the discussion. While taking the lead may feel challenging at first, it is key to maintaining focus and momentum throughout the mentoring cycle.



Develop a plan of action

After setting SMART goals in Phase 2, take the lead in creating a detailed action plan for the remainder of the mentoring cycle. This plan will help both you and your mentor stay on track and measure progress effectively. The mentor's role includes helping you remain accountable to this plan.

Prepare thoroughly for each meeting

To maximise the value of your meetings, thorough preparation is essential. This includes creating a meeting agenda, which you should share with your mentor at least a day in advance. Each meeting should conclude with a clear discussion of the actions each partner will take before the next meeting, and you should confirm the date of the next session.

Seek and utilise feedback


It's important that you actively seek feedback from your mentor, who will offer valuable guidance and expertise. By providing your mentor with detailed background information about your business, sector, and organisational processes, you will enable your mentor to give tailored feedback.

Be open to new ideas, yet decisive

When receiving feedback, it's essential to listen carefully, avoid defensiveness, and consider different perspectives. While you should remain open to new ideas and information, you ultimately know the right decisions for your business. The mentor's role is to provide insights, but not tell you what to do; it's important to evaluate the feedback and make informed decisions that feel right for you and your business.

Maintain realistic expectations

Having a clear understanding of how the programme operates and what your mentor can provide is vital. Mentors are there to guide you and act as a sounding board, but they will not dictate your actions or provide all the answers. During Phase 1, you and your mentor will discuss expectations and establish how you will collaborate. It's important to note that mentors will not offer any financial support.





Respect your mentor's voluntary commitment

Remember that your mentor is voluntarily dedicating their time to support your business and personal development. Therefore, it's important to use your time together efficiently. If you are unable to attend a scheduled meeting, notify your mentor as early as possible and suggest an alternative time to meet.

Celebrate achievements together

To sustain momentum in the relationship, it's important to share feedback with your mentor on how their guidance has impacted your professional growth. Celebrating successes together not only strengthens your bond but also keeps motivation high as you continue working towards your goals.

Demonstrate commitment, openness, and honesty

Demonstrating your commitment to the mentoring relationship and your personal growth is crucial. Successful mentees are those who are committed to learning and growing through the mentoring relationship. To receive useful feedback, be honest about your challenges and achievements, because your mentor is there to support with it all. Maintaining a strong commitment to the mentoring process and being transparent with your mentor are key to achieving their learning objectives.

Conclusion

By following these tips, you will be well-prepared to cultivate an effective and successful mentoring relationship on the programme.

With commitment to the relationship, preparation, clear communication, a willingness to learn, and a proactive approach, you can unlock the full potential of your mentorship, leading to meaningful and lasting personal and professional development. As you work together, embrace the journey of learning, celebrate your achievements, and continue striving towards your goals with confidence.

Your success in this programme will be a testament to your dedication and the strong partnership you build with your mentor.

