

THE ROLE OF MENTEE

- The Mentee establishes the learning goals for the mentorship.
- Mentee will reach out to set up meeting times and/or initiate email correspondence.
- Mentee will be responsible for creating meeting agendas based on the questions or support they require.
- The Mentee should be open to input and feedback.
- Mentee will respect the mentors confidence and trust.
- Follow through on commitments with the mentor whenever possible.
- Assume the mentoring connection will be strictly professional. Let the mentor take the lead in establishing a more friendship-based connection.

TIPS FOR THE MENTEE

- Listen respectfully and ask clarifying questions of your mentor.
- Show gratitude for the time your mentor has taken to guide you and answer your questions.
- Be clear about what specific goals you want to work on or what areas you want to learn more about.
- Be considerate and respect your mentor's time as you do your own:
 - Arrive promptly for meetings.
 - Don't go over the allotted time.
 - Don't phone or email too much in between meetings
 - Try to work around your mentor's schedule as much as possible.
- Take notes when appropriate and follow-up with examples of how you have implemented the advice or ideas discussed.
- Come back often to the mentorship agreement and goals you developed as a team.
- Attend the EFCL mentorship related workshops and conversations!
- Prepare yourself to move beyond your mentoring connection, once it has served its purpose. Be sure to end on a positive note to keep doors open for future connection.

