

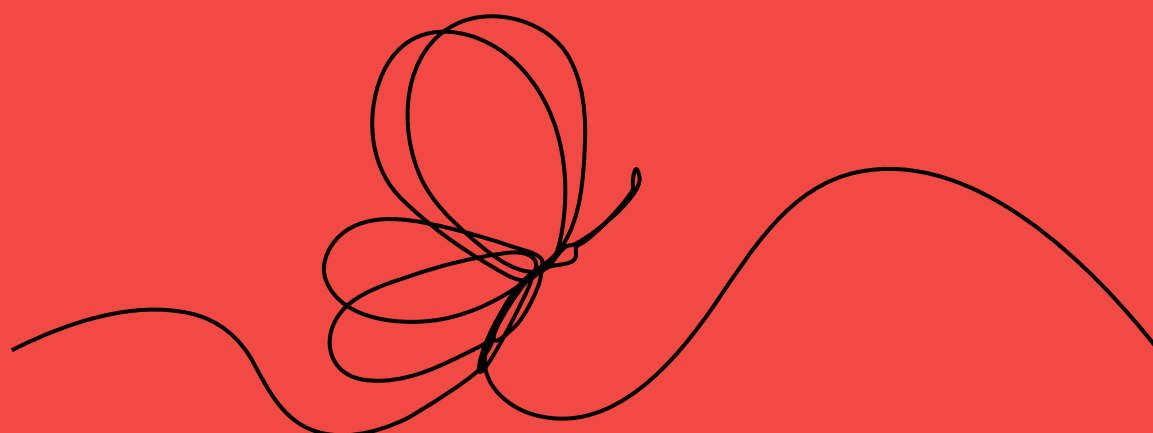


MOVING AHEAD

# Advancing diversity, equity and inclusion

In the business community through  
the world's largest cross-company  
mentoring programme

MENTEE GUIDE



# Mentee guide

Being a mentee is a great learning opportunity to learn from a mentor's expertise and wide-ranging experience.

Working out your goals and what you are hoping your mentor can help you with is key to a successful partnership. Being open and vulnerable will enable you to learn and grow. It's important to remember that you are responsible for your own development and that your mentor is responsible for providing guidance. It's great that you're looking to grow your career by entering this mentoring partnership. Mentoring is a professional partnership and a powerful way to support people who want to focus on their development or start to make important decisions about their future. Your mentor will be a role model of success, inspiring you to work hard and develop by providing access to support, advice, information, and opportunities.

This brief guide outlines mentoring and how you can give and get the best from the partnership.





## What is a mentee?

A mentee is someone who wants to focus on their personal and professional development. A mentee has goals and objectives they want to achieve and wants to overcome challenges. As a mentee you can expect support, encouragement, challenge, feedback, and ideas from your mentor.

### **Mentoring can:**

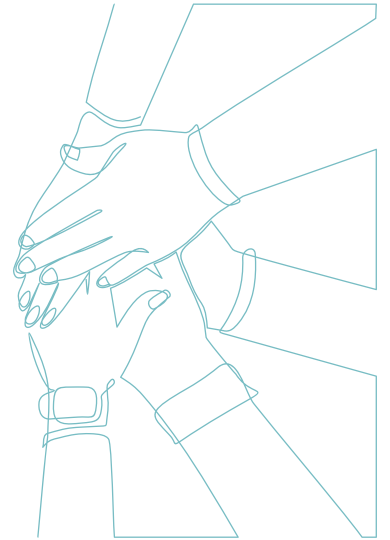
- ▶ Help boost your confidence and increase your self-awareness
- ▶ Give you clarity and an opportunity to focus on your challenges, goals, and career objectives
- ▶ Provide a confidential, safe space to come up with ideas, to reflect, develop and grow
- ▶ Give you the opportunity to learn from the mentor and their experience

### **To get the best from the mentoring partnership you will need to:**

- ▶ Use your planning and organising skills
- ▶ Understand your strengths and development needs – and be willing to share both with your mentor
- ▶ Be clear about what you want to achieve
- ▶ Be ready to receive feedback, be challenged, and to use your creativity to generate ideas
- ▶ Learn from your mentor's experience
- ▶ Commit to actions and review progress with you mentor

## What a great mentor does

A mentor shares skills, knowledge, and insights with you to help you develop personally and professionally in your career. They will encourage and support you to achieve your goals, challenge you to consider alternative perspectives and push you outside your comfort zone to conquer challenges. It is not about the mentor having all the answers and telling you what to do.



### Great mentors:

- ▶ Provide an outside and non-judgemental perspective
- ▶ Actively hearing the things that are creating barriers or worrying for you
- ▶ Share their own experiences, giving unbiased advice, support, feedback, and challenge
- ▶ Act as a confidential sounding board for ideas
- ▶ Facilitate decision making by helping you to come up with your own ideas and actions
- ▶ Provide contacts and introduce you to networks to further your personal and career development

# Mentoring meetings

## Where?:

Face to face mentoring meetings should take place in a suitable environment – an office or coffee shop, somewhere where both parties feel comfortable – never in someone's home. Meetings can take also place on the phone, via Teams, WhatsApp, Zoom or FaceTime.

## Setting the agenda:

As a mentee it's your job to drive the partnership by organising the meetings and preparing for each meeting with an agenda so that there are goals or questions to focus on. Following the launch event, you will have the accountability to make the initial contact with your mentor by reaching out to them within ten working days of the launch event. We encourage you to introduce yourself after the matching email to schedule your first meeting or call.

## First steps:

At the first meeting you will spend some time building rapport, getting to know each other, and talking about how you will work together. This should include sharing contact details; talking about and agreeing confidentiality and boundaries; discussing what mentoring is and is not; duration, frequency of meetings and length of partnership; the mentee's achievements, challenges and career and personal development goals. Here's some questions to get you started:



### Personal

- ▶ What is your story so far – inside and outside of work?
- ▶ Why are you interested in mentoring?
- ▶ What are your hopes for this programme?
- ▶ Do you have any concerns?
- ▶ What are your strengths and development areas?
- ▶ What challenges have you overcome?
- ▶ What would you like to focus on first in your mentoring meeting?

### Partnership

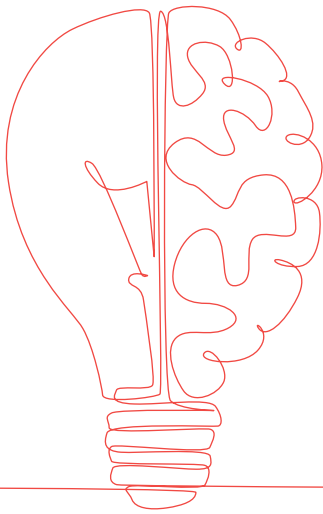
- ▶ How will we 'be' in our meetings?
- ▶ What's our commitment to each other?
- ▶ What are your boundaries – what's in scope and out of scope for now? Remember this can change over time.
- ▶ How will you create a safe and confidential environment to talk?
- ▶ How do you seek permission to share outside of the partnership? E.g. to introduce each other to network etc.

### Practical

- ▶ How often will you meet?  
We recommend once every four-six weeks to make the most of the programme.
- ▶ Will you meet in person or virtually (or a combination)?
- ▶ Where is the best location?
- ▶ What timing works best for you both?
- ▶ Who will send calendar invites?
- ▶ How will we track our progress?

### Your goals:

Mentoring meetings focus on what YOU want to achieve, develop, or change. The mentor will help you identify a specific goal or objective to achieve or a challenge you wish to overcome. This gives each meeting a clear focus – it's YOUR agenda. Then the mentor will help you to explore the situation and what you could do to achieve your goal. Your mentor will share some of their ideas and experience as well. Finally, from the list of ideas you have both come up with your mentor will help you to commit to one or two actions which will help you make some steps towards achieving your goal.



### Your progress:

At the beginning of each meeting, you can review the actions agreed at the previous meeting and the progress made.

## Review how it is going

It's good practice to regularly review the partnership itself. Talk through any challenges and agree how to move forward. You could use the following questions to ask each other:

- ▶ What is working well that you or I do or bring to the partnership?
- ▶ What could you or I do differently, keep doing, do more of or less of to improve the partnership?

Don't let the partnership just fizzle out. If you have tried to make it work and are still facing challenges – discuss this and if necessary, contact your programme partner for help.

## Ending the partnership

The partnership may end when you have achieved your goals, overcome your challenges, or when the end of the programme has been reached. At the final meeting spend some time discussing the overall outcomes and the progress made; celebrating success and to identify what you **both** learned. You may decide to continue to stay in touch in a less formal way.

If you would like further information about the cross-company mentoring programmes, or our other offerings, please email:

[contactus@moving-ahead.org](mailto:contactus@moving-ahead.org)



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