



# MENTORING PROGRAM

## FOR MENTEES

### PREPARE FOR YOUR FIRST MEETING

#### Be Prepared

- Find your Mentor's online profile (e.g. LinkedIn, Twitter, organisation website, blog?)
- Think about the following topics and prepare some notes to take with you:
  - At what stage are you in your career?
  - Where do you want your career to go next?
  - What are your career goals?
  - What do you hope to achieve from mentoring?
- How can your mentor help with these goals?
  - Agree your boundaries, what is within and beyond the scope of the mentoring program (see the [Mentoring Guidelines](#) for detail)
- Consider your future meetings:
  - How frequent they should be,
  - Where they can be conducted (café, lunch, telephone, Zoom, etc)
  - Set a timetable or schedule your next meeting.

#### You're in Charge

SoCLA promote a flexible and informal approach to mentoring and encourage the relationship between mentors and mentees to develop naturally and according to participants' tastes.

However, as a mentee, you are responsible for driving the mentoring experience.

- Your mentor will contact you initially, after that you should take the initiative to follow up and schedule your subsequent meetings.
- Prepare for your meeting in advance.

- Bring an agenda.
- Articulate a clear view of your expectations and aspirations.
- Prepare your goals and what you hope to get from the experience.
- Think of some interesting questions to ask your Mentor. [Here are some suggestions.](#)
- Take notes during your meeting.
- Seek feedback, ensure that you are both benefitting from your meetings and how you can be valuable to your mentor.

### **Post-Meeting**

- Send a follow up email.
- Connect to your mentor on LinkedIn.
- Reflect on your discussion and what you want to achieve before the next meeting.
- Take action on any goals you might have set.
- At the end of the mentoring year, pay it back to your mentor. Feedback, a handwritten note, a comment or recommendation online (where possible and appropriate).

### **Important Things to Remember**

- Your mentor is not a therapist.
- Your mentor will not provide you with employment or contract work.
- Neither mentor nor mentees will perform paid or unpaid work.
- Your mentor will not provide you with legal advice.
- The mentoring relationship is not obliged to continue beyond the formal conclusion of the program (whilst encouraged, this needs to be a mutual decision).
- Participants in the Program must behave ethically and professionally at all times and treat other participants in the Program with respect and courtesy.

**There are no hard and fast rules here!**

The SoCLA Mentoring Program is intended to be flexible and informal to allow our busy professionals to freely adapt and adjust expectations.

In reality you may commit to more frequent but shorter meeting (fewer but longer).  
Either way, these suggestions can help you to get the most out of your meetings.

**If things are not working as expected**

Please reach out to your Mentoring Program Manager  
to see what solutions could be found.