

## Guidelines for Mentees

### **Desired attributes Mentees should be:**

- Interested in learning from the experience of others
- Respectful of the time of the mentor
- Willing to prepare for mentor discussions and implement agreed outcomes
- Reliable and trustworthy to maintain confidentiality
- Realistic about the role of the mentor (eg do not expect the mentor to provide access to his professional networks)

### **Suggested techniques**

#### *Provide background*

Take the time to provide your mentor with a full description of your background and interests, and your reasons for wishing to be involved in the mentoring program.

#### *Prepare*

Consider your own career options and identify the likely junctions where you will have to make key choices.

#### *Ask for examples*

Ask the mentor for any relevant examples from his own experience and how he approached individual decisions.

#### *Record key points*

Do write up meaningful notes after each mentor discussion, and record your progress in implementing agreed outcomes.

#### *Courtesy*

Ensure meeting arrangements are clear and agreed well in advance with the mentor. Do write to the mentor after each meeting and thank him for his time.

### **Confidentiality**

Mentees are obligated to maintain the confidentiality of any information provided to them by the mentor. This is an important prerequisite to create an open environment for the mentoring discussion.

### **Support**

If you wish to raise any issue about the mentoring program, or withdraw from the program, please contact SKOCA on (03)9822 0911