

### **Mentees and Mentors:**

1. Respect the each other's time.
2. Plan realistic sessions - length and frequency to accommodate your schedules.
3. Avoid canceling or rescheduling meetings (keeps mentoring as a priority and sets appropriate tone for engagement)
4. Set common expectations for your time together, as well as each session.
5. Identify a meeting place that is comfortable for both mentee and mentor.
6. Communicate your expectations and evaluate them periodically to ensure you are getting the most out of your time together.
7. Be proactive in setting agendas, doing "homework" and preparing for each session
8. Establish agreed-upon goals or outcomes for the duration of the engagement
9. Seek help when you need it.

### **Mentors:**

1. Practice active listening
2. Set realistic expectations
3. Keep the focus on the mentee's development
4. Think like a tour guide, not necessarily as a teacher
5. Prepare for each session
6. Set personal expectations for your time with the mentee
7. Be prepared to set the agenda based on the the goals and desired outcomes of the mentee
8. Provide and seek regular feedback

### **Mentees:**

1. Set expectations for yourself, your sessions, your mentor and for the final outcome of the engagement
2. Put as much preparation into each session as you expect from your mentor
3. Suggest agenda items
4. Don't assume the mentor will drive every meeting
5. Don't be afraid to give feedback.
6. You can always reevaluate expectations and ask to reset direction if things aren't working as expected.