

# Quick guide preparing for mentoring

The Preparing for Mentoring phase is all about getting ready for the mentoring experience. Mentoring pairs who take the time to prepare for the mentoring process tend to experience more successful and fulfilling mentoring relationships.

## What do I have to do?

- Reflect upon your personal and professional experiences and consider how they will influence the mentoring relationship.
- Familiarise yourself with your mentee by reading their biography or profile information.
- Share your curriculum vitae with your mentee if you feel comfortable doing so.
- Consider your understanding of the mentee's experience and needs in light of your own background.
- Write down any questions that you would like to ask your mentee.

## Mentees

- Reflect upon what you might like to focus on during the mentoring relationship.
- Identify a few short and long terms goals for discussion at the first few mentoring sessions.
- Familiarise yourself with your mentee by reading their biography or profile information.
- Share your curriculum vitae with your mentor if you feel comfortable doing so.
- Write down any questions that you would like to ask your mentor.
- Locate any assessments (eg. Rotation Assessment reports, 360 degree reports etc) that might be useful to share with your mentor.

## Use the following tools and templates to help you prepare for the mentoring experience

- Mentor Self Reflection
- Mentee Self Reflection
- Measuring Mentoring Potential Tool