

# Quick guide developing the mentee

The Building the Relationship phase is focused on the mentee and the mentor taking time to get to know each other, establish trust and rapport, and negotiate the expectations for the mentoring relationship.

| What do I have to do?   |
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| <p><b>Mentors</b></p>   |
| <p>Transition from being a friendly supporter (as you were in the Building the Relationship phase) to the devil's advocate to encourage deeper learning and reflection.</p> <p>Build the skills, knowledge and/or attitudes of your mentee.</p> <p>Share how you would address or tackle a certain problem and discuss your rationale to make transparent your thinking process.</p> <p>Help your mentee to identify development opportunities (e.g. people to meet or interview, books to read, talks to listen to, things to try, shadowing opportunities) and ensure they follow through.</p> <p>Offer constructive feedback to your mentee.</p> <p>Use questions that facilitate reflection and insight on behalf of your mentee.</p> <p>Ensure that your mentee has identified a number of actions that they will undertake at the end of each mentoring session and hold them to account at the beginning of the next session.</p> <p>Maintain confidentiality.</p> |
| <p><b>Mentees</b></p>   |
| <p>Be open to receiving constructive feedback.</p> <p>Work with your mentor to identify specific actions towards your goals which will be undertaken in the time between your formal mentoring sessions.</p> <p>Ensure that you undertake the identified actions.</p> <p>Be flexible and open to constructive suggestions.</p> <p>Demonstrate initiative by soliciting input from your mentor and acting on it appropriately.</p> <p>Discuss learning and development opportunities with your mentor.</p> <p>Maintain confidentiality.</p>  |
| <p><b>What will help me?</b></p>  |
| <p>Use the tools and templates in the 'Building the Relationship' section.</p> <p>Read the article '<b>Conducting an Effective Mentoring Session</b>'.</p>  |