

# Successful Mentor/Mentee

## RELATIONSHIP

1. **Mentee:** Be up front. Let your mentor know what your goals are and what you hope to take away from the program.  
**Mentor:** Help your mentee set realistic expectations. Also, if you know you will be unavailable because of business or personal travel, let them know.
2. **Mentee:** Remember that your mentor is there for you, but is only a guide.  
**Mentor:** Encourage communication and participation. Help create a solid plan of action.
3. **Mentee:** Review your goals. Make sure your mentor knows what to expect from you.  
**Mentor:** Help set up a system to measure achievement.
4. **Mentee:** Be polite and courteous. Keep up with your e-mails and ask questions.  
**Mentor:** Respond to your e-mails. Answer questions and provide advice, resources and guidance when appropriate.
5. **Mentee:** Let your mentor know if you don't understand something or have a differing opinion.  
**Mentor:** Be truthful in your evaluations, but also be tactful.
6. **Mentee:** Listen. Ask if you can observe your mentor's practice if he/she is local.  
**Mentor:** Engage in your own learning while you are mentoring, collaborate on projects, ask questions and experiment.
7. **Mentee:** Offer ideas on what activities and exercises you can do together.  
**Mentor:** Share your ideas, give advice and be a resource for new ideas.
8. **Mentee and Mentor:** Remember that people come from diverse backgrounds and experiences. Get to know each other on an individual basis.
9. **Mentee and Mentor:** The more consistent you are, the more you will be trusted.
10. **Mentee:** Remember that your mentor is offering feedback and not criticizing.  
**Mentor:** Recognize the work the mentee has done and the progress made.