

How to communicate with your mentee

Setting expectations

Setting expectations is an essential part of a mentor-mentee relationship. During your first meeting, you should take note of your mentee's goals, assess how you can help your mentee achieve these goals, and establish a regular meeting cadence.

Expectations to review before beginning your mentorship:

- How often do you meet? How long will the meeting last? How do you want to meet (phone, exchange emails, etc)
- What will you go over during the meeting?
- What does your mentee wish to accomplish during your mentorship? (Your mentee should provide this info when they first reach out to you, but if they do not, definitely ask!)
- What boundaries do you want? Is it ok for them to reach out with questions outside the meeting?

Some mentees just want someone to talk to about their experiences, and that is ok!

Establishing goals

Help your mentee determine what goals they should set in both the short and long term. A mentee may not be familiar with what is realistic to achieve in a given time period.

Set goals for your mentee, and hold them accountable to their goals. This makes it important to set realistic goals during your initial meetings. Goals can change, and that is also ok!

Act as a positive role model

Remember to:

- Lead by example.
- Maintain a positive attitude.
- Be ethical.
- Practice good communication.
- Be dedicated to your mentee and their success.
- Provide constructive feedback.
- Maintain a growth mindset.