

## Top Tips to Becoming a Great Mentee!

1. Learn what you can about your mentor beforehand – read through their bio and information.
2. Remember mentoring is a process, so look through your list of activities or steps to ensure you have an overview of how your time with your mentor will be organized.
3. Be punctual – always turn up a few minutes early to a meeting whether virtual or in person.
4. Try and uncover some common interests with your mentor such as sports, places you've travelled, movies or music you like.
5. Be open and share. Talk about your successes and failures.
6. Listen patiently! It's hard in the fast paced world we live in to listen carefully, but make a concerted effort.
7. Be open to learning new things from your mentor – and remember learning is a two way street!
8. At the end of a meeting, summarize your discussion and confirm the next meeting or step.
9. Don't forget to take notes in your Journal. If it's not written down how will you be able to remember what you have learned?
10. Enjoy being mentored! You will get out of it what you put in.