



Tips to End the Mentoring Relationship

AACE

**MENTORING
RESOURCES**

Tips to End the Mentoring Relationship

AACE Mentoring Program

At your initial meeting, you should set up reasonable expectations and a schedule, which includes an end date for the mentoring relationship. That will be your target end date, but it's possible the relationship needs to end before that.

If you need to end the relationship at any point, please talk to the other party. If you need assistance to end the relationship, please contact mentoring@aacei.org.

If the mentee needs to end the engagement, it's important to say "thank you" for the mentor's time and assistance and to share how the mentor has helped you meet your goals. Remember – mentors are volunteers. They are committing to help mentees grow professionally, and that is outside of other obligations like work or family. Thank you notes are encouraged!

If the mentor needs to end the engagement, the mentor can review accomplishments, what goals have been met, and provide suggestions for the future.

Speak directly and candidly to your mentoring partner if you feel that you need to end the relationship. Although it can be awkward, it's better to acknowledge a lack of chemistry or other issues in the relationship rather than "ghosting" the other person.

Both parties may offer to remain in contact through other outlets, like casually meeting in person at the AACE International Conference & Expo or connecting on LinkedIn.

In the event either party needs to end the mentoring engagement early, here are a few example scenarios:

- The mentee is looking for networking connections. The mentor joined the program to give career advice. Both parties discuss goals at the initial meeting, and it is clear the mentee is looking for professional connections instead of career advice. The mentor

should tell the mentee to please seek another mentor but would still be happy to connect on LinkedIn, at local section events, or at the in-person AACE International Conference & Expo.

- The mentee wants help to prepare for the CCP exam. While the mentor is CCP certified, the mentor does not want to help with certification exam preparation. The mentor has a discussion about available resources for the mentee (the CCP review course, study guides, etc.) and encourages the mentee to search for a new mentor. Mentees can search for mentors to help with certification preparation through the [mentor directory](#).
- The mentor and mentee initially agree to meet for 6 months. They work together to complete the goal setting document. Three months into the relationship, the mentee has met all goals. It's time to have a discussion about ending the relationship since the goals have been met. You can still remain connected on LinkedIn and meet at in-person events. The mentee can connect with a new mentor if needed. You may discuss ending the relationship only to learn the mentee has additional goals. If that happens, feel free to continue the relationship but with a new goal setting document and schedule.
- The mentee requests to meet with a new mentor. After a couple of meetings, the mentee realizes that the mentor is not as focused on the technical areas the mentee wants to pursue. The mentee has a discussion about this with the mentor, and both parties agree to end the engagement.

<https://careers.aacei.org/eMentor/>