



## MENTEE TIPS

Mentoring is a partnership between two people based on a commitment to the mentoring process. As an ISPE Mentee, you can learn valuable knowledge from your ISPE Mentor's expertise. You can increase your competencies in specific areas and establish valuable connections that will help you in your career. Below are just a few benefits you can expect from the ISPE Mentoring Program:

Having a caring ear to hear your triumphs as well as your frustrations

- Developing your skill as a “planner” - getting a sharper focus on what’s needed to grow professionally
- Developing your skill as a “learner”- getting new ways to acquire new skills
- Developing your skill as a communicator” – improving your ability to express your expectations, goals, and concerns
- Learning what it is like to be in a higher-level position
- Getting honest feedback



## ROLES AND RESPONSIBILITIES

Your development depends on exploring career aspirations, strengths, and weaknesses, collaborating on means to “get there,” implementing strategies, and evaluating along the way. Your mentor will provide some guidance for you to follow. Learning from the wisdom and past experiences of your mentor will serve you well and produce great benefits. Here are a few roles and responsibilities to help you in the process:

- Commit to your development
- Assume responsibility for acquiring or improving skills and knowledge
- Be open and honest on your goals, expectations, challenges, and concerns
- Actively listen and question
- Seek advice, opinions, feedback, and direction from your mentor
- Be open to constructive criticism/feedback and ask for it
- Come to your meetings prepared with a clear idea of what topics or issues you want to address
- Respect your mentor’s time and resources
- Apply what you learn from your meetings back on the job
- Give feedback to your mentor on what is working or not working in the mentoring relationship
- Participate in the scheduled events for the program

## RECEIVING FEEDBACK

Think of any feedback your mentor has for you as a learning opportunity. Here are a few tips on receiving feedback:

- Don't interrupt when the other person is explaining
- If you need more information, ask for clarification or specific examples
- Paraphrase and repeat back to make sure you understood what was said. Keep doing this until you are clear on the feedback. Say things like...
  - What I understood you just told me was..
  - What I hear you say is...
- Provide relevant background information and explanations– not excuses. In your last meeting with your mentor you may not have given enough background and there may have been a misunderstanding – elaborate if necessary.
- Listen carefully and don't become defensive. Do not “think ahead” preparing a rebuttal to a comment, you may miss An essential piece of information.
- Compare this feedback with others you've received
- Discuss strategies and next steps, provide possible solutions – this is your career and future

