**Mentee Factsheet**

**Mentee's Role**

ISWE mentoring offers mentees a unique learning opportunity to develop their careers. Mentees should be keen to develop both personally and professionally, and must be willing to put the time and effort into this development, as it will be up to them to drive the mentoring relationship. Mentees should take responsibility for their own development and approach each meeting with their mentor fully prepared. The role of the mentor is to challenge, encourage and share their experience rather than to provide answers, therefore mentees should rely on their mentor for guidance and not answers. It is the responsibility of the mentee to understand the boundaries, benefits and limitations of the mentoring relationship. From early stages, mentees should set clear objectives with their mentor so they know what a successful relationship will look like.

**Mentee Responsibilities**

* Be fully committed to the mentoring relationship. The onus is on you, the mentee, to drive the relationship, schedule the meetings and agenda, ensure they are productive, etc.
* Take responsibility for your own professional development.
* Be open with your mentor, sharing your situation and goals.
* Approach each meeting with your mentor fully prepared.
* Understand that the role of the mentor is to challenge, encourage and share experience rather than to provide answers.
* Attend mentee training session.

**Benefits for Mentees**

* Provides a ‘personalised’ development opportunity to address individual learning needs, develop new skills and expertise.
* Provides access to independent and objective perspectives.
* Enhances confidence in dealing with challenges.
* Enhances networking opportunities.
* Drives the mentee to set goals and to strive towards them.
* Helps to clarify and enhance career direction and advancement.
* Provides support during times of change and transition.
* Provides opportunity to learn from someone more experienced during one-to-one meetings.
* Share information in a safe confidential environment.
* Increase awareness of diversity in different ways of thinking and working.

**Top tips for Mentees**

* **Have a plan -** Be realistic in your expectations of how much time and support your mentor will give you. Your mentor’s time is valuable, so show them that you value it. Come to meetings with your mentor prepared with planned topics. Follow through with appointments made and avoid sending too many requests in a short space of time.
* **Take the lead -** As a mentee, you are expected to lead the mentoring relationship and make sure it keeps progressing. Understand what you want from the mentoring relationship and proactively communicate your goals and aspirations to your mentor.
* **Use other sources of help and advice -** In addition to your mentor, you should utilise the additional supports that are available to you in your own organisation. On occasions, you will be asked to share your experience of the programme with ISWE. Please do so as it allows the programme to be continuously improved.
* **Have an honest relationship -** Be open and honest with your mentor about your challenges and weaknesses, situation and goals.
* **Keep information that your mentor has shared with you confidential** – Mentees and Mentors should agree at the outset what information/advice they can share outside the mentorship relationship.
* **Be realistic -** While your mentor will have a wealth of knowledge and experience to share with you, they will not have the answer for, or be able to guide you on everything.



**Mentee FAQs**

* ***What can I expect from the programme?*** ISWE Mentoring will provide mentees with access to a more experienced staff member for a nine-month period. Training is provided to all those in the programme to ensure they get the most out of the mentoring relationship.
* ***What will my mentor expect from me?*** The best way to answer this is to have a conversation with your mentor at the first meeting. At this meeting all expectations around frequency of meetings, content of conversations and objectives for the relationship can be agreed.
* ***What if my mentor does not have experience in the areas I am interested in?*** During the matching process, the ISWE mentoring team review all applications and match applicants based on the information provided on the application form. Mentees are matched with mentors who appear best equipped to provide guidance in as many of their requested areas as possible. It would be almost impossible to find an exact match for all mentees, so please be conscious of this.
* ***What if my mentor can’t help me with a specific issue?*** Mentors are not expected to be able to provide advice on every issue that may arise. They may be able to point you in the right direction of someone who will have more experience.
* ***What if I disagree with the advice of my mentor?*** You do not have to agree with everything your mentor says, and you do not have to take their advice.

***Can I be a mentor as well as a mentee?*** No.

**Acknowledgements**

ISWE are grateful to the Central Bank of Ireland for providing support and mentorship materials to the ISWE Mentorship Programme.