

February Mentorship

Every single person in a workplace – regardless of age, position, or seniority – has two things in common: they have something to teach someone else, and something to learn from someone else. Having or being a mentor can be a life-changing experience, opening you up to invaluable conversations, relationships, and learning opportunities. Mentor-mentee relationships are not about being told what to do or copying exactly what someone else has done, but instead about asking questions, offering suggestions and advice, and learning from *each other*.

Finding a Mentor

You might benefit from having a mentor if you...

- Are in the early stages of your career
 - Have recently changed roles/positions/responsibilities
 - Are looking to develop a specific set of skills/abilities
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- Look for someone who has achieved something you aspire to, either in terms of their position, their portfolio, or their reputation in the workplace.
 - Determine what you need. What three skills would you like to gain/improve? Are you interested in face-to-face conversations or phone/email communication? How long do you anticipate you will need a mentor? A month? A year?
 - Be specific and realistic. Suggest a reasonable length and frequency of meetings so the person can determine if they're willing or able to mentor you: "would you be able to meet once a month for about an hour to talk?" If they aren't willing, re-evaluate your request to make sure it's not unreasonable before asking someone else.
 - Express gratitude. Thank the person, and consider sending a thank-you note or gift card to let show that you appreciate their time and effort.

Becoming a Mentor

You might be a good mentor if you...

- Are in the middle or advanced stages of your career
 - Have ample experience with your current role/position/responsibilities
 - Have a set of skills/abilities that would be useful to others in your workplace
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- Don't wait for a potential mentee to approach you. If you know or hear of someone who might benefit from your expertise, and you feel that you have the time to mentor, call or email them with an offer to meet.
 - Remind yourself of where you started. Think about the things that would have been most helpful to you when you were in a similar position to your mentee, and what you might have done differently.
 - Don't overexert yourself. If you're approached by someone and are unable to dedicate the time and effort, consider suggesting another person they might approach instead.
 - Answer their questions, but go further. Offer information or advice that they may not think/know to ask.

HEALTH AND WELLNESS

Participation Form

Topic: Mentorship	
School/Facility:	Date:

Employee Name (print)	Employee Signature