

## BEING A GOOD MENTEE

The Concrete Institute of Australia Mentoring Program pairs experienced Members in the concrete industry with Members of less experience, and provides an opportunity for both parties to expand their professional development and industry knowledge.

While the primary goal of the program is to increase the knowledge and development of the Mentee, the Mentoring Relationship is a two way relationship and Mentors also have the opportunity to learn from their Mentees.

### Being a good Mentee

The role of the Mentee is to embrace the opportunity available by actively seeking advice and guidance from their Mentor in the development of their career and industry knowledge. It is important for the Mentee to drive the Mentoring Relationship.

#### Good Mentees will:

- Know what goals they want to achieve from the relationship and communicate this clearly with their Mentor
- Make good use of the time with their Mentor and come to meetings prepared
- Be respectful of their Mentors commitment
- Listen to, but also question, their Mentor and reflect on matters discussed
- Understand that their Mentor will be there to guide them but will not necessarily be able to provide black and white answers to questions posed
- Be open to share their knowledge with their Mentor in areas in which they are more experienced
- Accept constructive feedback in a positive way
- Be honest and self-critical and recognise both their strengths and weaknesses
- Remember that their Mentor wants to help and not be afraid to ask questions
- Share their successes with their Mentor and provide feedback about how their Mentor has contributed to that success
- Seek support and guidance from the Program Coordinator if it appears the relationship is not working as expected

It is important to keep in mind that the role of the Mentor is not to tell the Mentee what to do but to provide guidance and insights, based on experience, that assist the Mentee to form their own opinions and make their own decisions.

### Support

If you require support or assistance, or if you feel the Mentoring Relationship is not working effectively, please contact the Program Coordinator as soon as any issues arise.

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