

Tips and Guide for discussion with Mentor and Mentee

Tips for Mentors:

1. Build Trust and Connection:
 - Start with casual conversations to establish rapport.
 - Share your own experiences to create a comfortable atmosphere.
2. Clarify Expectations:
 - Define goals and objectives early on.
 - Outline roles, responsibilities, and meeting frequency clearly.
3. Practice Active Listening:
 - Give full attention and encourage open expression.
 - Provide constructive feedback in a supportive manner.
4. Offer Insights and Resources:
 - Share relevant tools, articles, or personal insights.
 - Guide mentees in setting specific and achievable goals.
5. Celebrate Achievements:
 - Recognize milestones and encourage positive progress.

Tips for Mentees:

1. Be Prepared:
 - Come ready with specific topics or questions.
 - Take notes and be attentive during discussions.
2. Seek Guidance:
 - Request advice on challenges and decisions.
 - Accept feedback positively for personal growth.
3. Communicate Clearly:
 - Articulate goals, concerns, and thoughts effectively.
 - Listen actively and consider mentor advice.

4. Act on Feedback:
 - Implement suggestions and improve accordingly.

5. Embrace Learning:
 - Stay open to new ideas and opportunities for growth.

General Guidelines

- Respect Confidentiality: Maintain privacy and handle sensitive information with care.
- Be Transparent: Communicate openly about expectations and progress.
- Follow Up: Keep commitments made during meetings.
- Stay Flexible: Adapt to changes in goals or strategies.

Following these guidelines will nurture a supportive and productive mentoring relationship, benefiting both mentor and mentee in their professional and personal development.