

## **Establishing Your Partnership**

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Getting to know each other is critical to the success of your partnership. The better you know each other the better you:

- Leverage each other's background
- Know what to specifically focus on
- Build rapport and trust

To this end, this document includes 3 tools:

### **Tool #1 – Mentoring Participant Guide Reference:**

#### *Getting Started*

- Follow these steps to start a strong mentoring partnership.

### **Tool #2 – Quick Mentoring Partnership Interview Tool:**

#### *Getting To Know You: Learning About Your Mentoring Partner*

- This brief series of questions is designed to accelerate learning about your mentoring partner.

### **Tool #3 – Tip Sheet:**

#### *Effective Mentoring Practices*

- These ten best practices are themes that have been stated repeatedly by successful mentoring partnerships. Think about discussing each of these with your mentoring partner.

Wishing you the best as you begin your mentoring partnership!

## **Getting Started**

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### **Get Acquainted**

Getting to know each other provides a foundation for building your partnership. In preparation for your first meeting, review the tool included below to determine what is of interest to you as you get acquainted with your mentoring partner.

### **Review Goals**

Initial partnership discussions are often focused on establishing goals. Spend time discussing mentee strengths, development opportunities, and career interests, as well as mentor areas of knowledge, experience, and expertise as a starting point to identify development goals.

### **Establish Partnership Guidelines**

Setting expectations or ground rules for your partnership will provide an initial format to work from as you begin to build your mentoring partnership (i.e. frequency of meetings, duration of meetings, contact information, whether or not you want agendas for your discussions, etc.) Agreeing on the basics can prevent miscommunication and misunderstanding as you move forward. Take a few minutes at your first meeting to finalize the guidelines that will support your partnership.

### **Share Concerns**

Be open, honest, and candid about any reservations that you may have about the mentoring process or developing a relationship with your partner. Being anxious or nervous at the beginning of your partnership is natural. Addressing any issues upfront will support the development of an open and trusting relationship.

### **Confirm Next Steps**

As you are preparing for your first meeting, ensure that you have confirmed the date, time, place, agenda, and completed any agreed upon preparation. In addition, be sure to reconfirm these key items at the end of your first meeting and at future partnership meetings to support ongoing planning.

## **Getting To Know You: Learning About Your Mentoring Partner**

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Share your responses in the first meeting of your mentoring partnership.

1. Tell me a little about yourself – things I wouldn't learn from reading your resume (interests, hobbies, background, etc.)
2. Which of the following adjectives describe you best?

<input type="checkbox"/> Enthusiastic	<input type="checkbox"/> Sincere	<input type="checkbox"/> Trusting
<input type="checkbox"/> Analytical	<input type="checkbox"/> Creative	<input type="checkbox"/> Respectful
<input type="checkbox"/> Considerate	<input type="checkbox"/> Task-oriented	<input type="checkbox"/> Logical
<input type="checkbox"/> Dependable	<input type="checkbox"/> Risk-taker	<input type="checkbox"/> Spontaneous
<input type="checkbox"/> Optimistic	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Direct
<input type="checkbox"/> Accepting	<input type="checkbox"/> Patient	<input type="checkbox"/> Disciplined
<input type="checkbox"/> Diplomatic	<input type="checkbox"/> Detail-oriented	<input type="checkbox"/> Dramatic
<input type="checkbox"/> Confident	<input type="checkbox"/> Tolerant	<input type="checkbox"/> Fun
<input type="checkbox"/> Responsible	<input type="checkbox"/> Decisive	<input type="checkbox"/> Adaptable
<input type="checkbox"/> Independent	<input type="checkbox"/> Assertive	<input type="checkbox"/> Loyal
<input type="checkbox"/> Even-tempered	<input type="checkbox"/> Action-oriented	<input type="checkbox"/> Aggressive
<input type="checkbox"/> Pragmatic	<input type="checkbox"/> Good listener	<input type="checkbox"/> Organized
3. What non-work-related experiences have shaped who you are today?
4. Describe your current job – your key areas of responsibility.
5. What do you most enjoy about your work? Where do you derive the greatest reward?
6. Of the areas you described in your job, which area offers the greatest challenges?
7. What do you consider to be your greatest professional strength?
8. What are your short and long term career goals? What experiences do you hope to have? What levels of responsibility do you hope to achieve?
9. What challenges/barriers do you see to your success?
10. Looking back on your career to date, what has helped you grow the most?
11. Describe a time when someone mentored you. What did he/she do that created a positive influence on your growth? In reverse, describe a time when you mentored someone. What did you do that positively impacted the other person?
12. What will “success” look like at the end of your formal mentoring partnership?

## Effective Mentoring Practices

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### *Successful Mentees and Mentors:*

- Make meeting with their partner a priority, are prepared for their partnership meetings, and follow through on commitments.
- Make themselves and their calendars accessible to their partner.
- Frequently review goals, expected outcomes, and accomplishments with their partner and communicate about their partnership periodically to their manager.
- Exchange positive and developmental feedback, as well as expectations and concerns, as a regular agenda item in each partnership meeting.
- Are open and receptive to different styles and different perspectives and maximize them as a point of leverage.
- Take risks and act to build trust with their partner.
- Ask questions and are active listeners with their partner.
- Notify each other of meetings or projects that might be learning opportunities.
- See their partner as a professional resource.
- Actively seek networking opportunities.