



Workplace mentoring

Choose a mentor

- When choosing a mentor, ask yourself:
 - do I respect and admire this person?
 - do they have expertise and knowledge that could help me?
 - are they a good listener?
 - do they have the time, or can they make time to mentor me?

Talking to a potential mentor

- What to say to someone who you think would make a good mentor:
 - “I have goals for my career and I am not sure how to get there. I was wondering if you would be willing to give me advice and guidance...”
 - “I am interested in learning more about this organisation. Would you be willing to....?”

Things to remember

- Always thank your mentor for their time.
- Be clear about your expectations, what you want to talk about and why.
- Listen to any feedback politely, even if you don't agree with it. Ask questions if you don't understand.
- Show support for your mentor. Don't share anything they say with others. Be open to their ideas about your development and talk through it with them.

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