Guide for
Mentees

Mentoring creates a space for mutual growth, collaboration, and opportunity building.

Get ready to make the most of it!

*Mentoring is a **powerful tool** for personal and professional development. Through the guidance of an experienced person, those who participate in a mentoring program can gain new perspectives, strengthen their skills, expand their networks, and find support in decision-making. This support not only accelerates the mentee's learning and confidence, but also gives the mentor the satisfaction of sharing their knowledge, making a positive impact, and continuing to learn in the process.*

Guide to getting the most out of mentoring

1. **ATTEND** each session.
2. **SET** clear expectations.
3. **BE** proactive and open in communication.
4. **ASK** open questions.
5. **APPLY** what you learn.
6. **EVALUATE** your progress.
7. **APPRECIATE** your mentor's time

How to prepare

- Review your background and areas for improvement.
- Identify what you expect from your mentor.
- Manage your time effectively.
- Set clear communication channels.
- Be punctual and honor agreements.

We suggest using the SMART methodology:

S	M	A	R	T
SPECIFIC	**MEASURABLE**	**ACHIEVABLE**	**RELEVANT**	**TIME-BOUND**
What you want to achieve	Clear indicators	Realistic with your resources	That contributes to your purpose	Concrete deadlines

Example: "In the next 3 months, I want to improve my leadership skills by coordinating a project with my team and receiving feedback from my mentor."

REMEMBER:

This process is for you.

Take advantage of the support and learn actively!

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