



Leaders Mentoring Program Federal Training Institute

Deadline: June 20, 2016

MENTEE'S TOOLKIT ... HELPFUL TIPS

In becoming a mentee, there are some “ideal” characteristics which will add to a successful mentoring partnership with a mentor that include being:

Eager to Learn – In demonstrating a strong desire to learn new skills and abilities or a desire to developing existing skills and abilities, particularly those associated with leadership.

Team Player – Cooperating and communicating with others both as a member of a team and as a leader of a team. Some of the characteristics include:

- ✓ Initiate and participate in discussions
- ✓ Seeking information and opinions
- ✓ Suggesting a plan for reaching goals
- ✓ Clarify or elaborate on ideas and criticism
- ✓ Resolve differences
- ✓ Be fair with praise and criticism
- ✓ Accepting praise

Patient – Allocating sufficient time and effort into the mentoring partnership with a realization that career advancement doesn't happen overnight.

Risk Taker – Being able to undertake new and more challenging experiences. Task changes are never easy. To grow professionally it is necessary to assess oneself, to acquire needed skills and develop others. In sum, one must be willing to take chances!

Positive Attitude – It's the old adage in determining whether your class is half empty or half full! An optimistic outlook is more likely to tackle difficulties and stay on course. A mentee is more than a “student”. A selected mentee is a bright and motivated individual who is not afraid to take risk and if there is failure to learn from it and carry on. An appreciative understanding of the commitment of time, communication, knowledge and mentoring afforded by a mentor.

A Perspective to Consider

There is the opportunity to learn valuable knowledge from the mentor's expertise and lessons learned. You may be able to increase your competencies in specific areas. In entering into a partnership think about:

- Having a caring ear to hear your triumphs as well as your frustrations

- Getting honest feedback
- Developing your skills as a:
 - ✓ Planner, getting a sharper focus on what's needed to grow professionally
 - ✓ Learner, getting new ways to acquire new skills
 - ✓ Leader, receiving insights from a senior leader
 - ✓ Communicator, improving your ability to express your expectations, goals and concerns
- Learning what it is like to be in a higher level positions

Think about who you would like as a mentor and what you'd like to receive from them.

- Do you want someone who –
 - ✓ Has gone on the same career path you would like to follow?
 - ✓ Has modeled the competencies you would like to strengthen?
 - ✓ Has skills you currently don't have but wish to achieve?
 - ✓ Will be a good sounding board for your goals?

These questions and a mentee's role in being a learner, planner, communicator and a leader, may help you in responding to the LMP online application.