

# The Role of Mentee

## INTRODUCTION

Structured Mentoring offers organisations an effective and cost-efficient mean of people development. It is a deliberate transfer of existing experience, mindset, skills and knowledge within the organisation linked to organisational goals. If successfully implemented, it leads to the strengthening of learning and people values in an organisation's culture. Many world-class organisations like Intel, Microsoft and Standard Chartered Bank have established mentoring schemes and credited mentoring as a major reason for improved people performance.

A critical success factor of mentoring is the clear understanding of the roles and expectations on the parts of both the mentors and the mentees. Therefore it is imperative that executives chosen to be mentees can derive maximum benefits from the mentoring relationship by knowing how to perform the role of a mentee.

## PROGRAM OBJECTIVES

At the end of the program, the participants will be able to:

- Appreciate the importance of their roles as mentees
- Learn the stages of the Mentoring Relationship Practice setting developmental goals
- Learn responses to the mentoring process
- Be mindful of the Dos and Don'ts of Mentees
- Learn to overcome common mentoring relationship challenges
- Obtain mentoring aids in the forms of checklists and templates

## DISTINCTIONS ASIA LEARNING APPROACH

Our adult learning approach includes but not limited to:

- Role Plays
- Group discussions and exercises
- Experiential activities

## WHO WILL BENEFIT MOST

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For executives who are designated to be mentees.

## LEARNING CURRICULUM

### - What is Mentoring?

- Definition of Mentoring
- Difference between Mentoring & Coaching
- What's In It For Me(mentee)? – Benefits of being a Mentee

### - Mentoring Stages

- Build Relationship/Rapport
- Negotiate Agreement-Set Direction
- Progression-Develop Mentee
- End Relationship-Winding Up & Moving

### - Developmental Goals

The participants will learn and practice the setting of their developmental goals

### - Mentee Competencies

- Articulating/Questioning
- Open-minded/Reflecting
- Challenge/Be Challenged
- Focused/Proactive/Respect & Honesty

### - Mentoring Etiquettes - Dos and Don'ts of a Mentee

The participants will learn the etiquettes of mentee behaviours.

### - Overcoming Common Obstacles/Resistance to Mentoring

Not everyone can appreciate mentoring. The participants will learn to recognise and neutralise common resistance to mentoring. Examples of obstacles are lack of time, breach of trust and confidentiality etc.

## PROGRAM DURATION

1/2 day

## WHAT PARTICIPANTS SAY OF THE PROGRAM

*"To identify development goals – being motivated to identify, progress and move forward."*

*"I learnt how to manage the relationship between mentor/mentee."*

*"I benefited most from the do's and don'ts of being a mentee."*

## REGISTRATION INFORMATION

This is an in-house programme.