

Mentee Guidelines

Background Information

This guideline has been created to offer guidance on the structure of the mentorship program. The program will mostly involve the engagement and discussions between the mentor and the mentee in the best way they find fit to ensure that they engage optimally and maintain a good relationship post the official mentoring program. The guideline aims at offering support in the mentorship program. It is imperative that each mentee reads through the guideline before commencing engagement with their mentor.

Mentorship is the influence, guidance or direction given by a mentor. A mentor has more experience and knowledge on a certain field and offers support to the mentee by supporting them in their professional growth or areas of growth. Both the mentor and the mentee make a commitment to engaging actively and growing together. The mentee benefits by growing professionally and advancing their career prospects through advice and guidance by the mentor, and expanding their network.

Structure

The mentor-mentee should have at least five one-one conversations/sessions in the six-month program. As the mentee, it is your responsibility to follow-up with your mentor and ensure that this happens. You can have as many sessions/engagements as possible based on your mentor's availability and your interactions.

Key Guidelines to Guide the Mentorship Program

- ❖ Before commencing engagement in the mentorship program, prepare adequately your goals and objectives. Request for specific guidance on your goals, plans, and strategic ideas. This will make it easier for the mentor to know how to best engage you.
- ❖ The mentee will be responsible for coordinating the mentorship engagement. This implies that the mentee will plan the meetings, take notes during discussion, reach out with queries and follow up on action points agreed on.
- ❖ The mentee is encouraged to optimize their engagement with their mentor for maximal growth. The mentee is therefore encouraged to seek resources for learning and requesting for assistance in applying for opportunities that can facilitate their growth.
- ❖ It is good to have a positive outlook, attitude and maintain utmost professionalism during the mentorship program.
- ❖ The mentee is encouraged to be proactive and commit time to meeting with the mentor on a regular basis based on their availability. They are responsible for deciding how and when the meetings will take place.
- ❖ It is also good to keep a record of your development and progress, complete progress reports, and reassess needs
- ❖ As you commit to engaging in the mentoring program, be open to different perspectives, and be ready to learn.
- ❖ Lastly it is important to maintain the confidentiality of the relationship and work actively to ensure its sustenance.

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N.B: If you feel uncomfortable with your mentor or they do not respond actively, please let the coordinators of the program know as soon as possible so that they can link you with another mentor.

Important Guidelines during the Meetings/Engagements with the Mentors

- ❖ It is important to use active listening skills during discussions with your mentor. It is courteous not to interrupt unless you need to clarify a point and there is no other opportunity or pause. If possible, consider taking some notes for reference, prepare in advance, and ask questions.
- ❖ It is important that you are strictly professional in your engagement with your mentor. In case of a friendship-based connection, allow the mentor to take the lead. Respect your mentor and do not intrude into their personal life unless they are willing to share it with you.
- ❖ After the sessions, it is important to ask for feedback since it is very critical to your personal and professional growth. Be open to new ideas and suggestions to bring out the best in you and to help you overcome the gray areas/blind spots.
- ❖ It is also important that during your engagements with the mentor, you inform them on how you would prefer to get feedback. It is courteous not to get defensive when advised but take some time to understand the feedback from the mentor and decide on the best way forward based on your goals and objectives.
- ❖ It is good to be considerate and to respect your mentor's time as they might be very busy. Try to stick within the agreed time frames.

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- ❖ It is also important that you respond to emails timely. Try your level best to respect your mentor's and communicate effectively. For example; if you have exams or commitments in the time suggested, inform them courteously and discuss on the best way forward together.
- ❖ If you do not agree with your mentors' values, behaviors, or attitudes, discuss it with them. Be professional and do not make negative comments about your mentor to others. If you do not come to an agreement, it is good to end the relationship harmoniously and at a positive note.
- ❖ It is important to demonstrate progress to your mentor and show that you have utilized their advise so that they are able to gauge the outcomes of the mentoring relationship. It is also polite to appreciate their efforts and growth in your growth.
- ❖ Towards the end of the mentoring program, assess whether the mentorship program helped you achieve your personal goals and objectives, and discuss how you can continue engaging. If you have to end your mentor-mentee relationship, please end it on a positive note and maintain a positive environment where you can reach out in the future.