EPC GUIDESTAR

for mentees

AT THE OUTSET: ESTABLISHING EXPECTATIONS

COMMUNICATE. With Mentor, establish a mutual commitment regarding how often you wish to communicate and the preferred method (i.e. meet virtually or in person 3 times a year; email or phone call as needed; touch base quarterly)

SET PRIORITIES. Ask what the Mentor hopes to gain from this relationship, and be ready to provide the Mentor with outcomes/objectives you wish to gain from this endeavor. Be able to express why you wanted to participate in this program and what you hope to get out of it. Set at least 3 goals together.

CONFIDENTIALITY. This is a confidential relationship. One of the benefits of a Mentee/Mentor relationship is the ability to discuss current job situations and future job prospects. Topics or situations discussed should not be shared unless confirmed first with the other party.

GENERAL GUIDELINES

BE OPEN. Be willing to accept constructive criticism/insight when needed/appropriate and be willing to provide similar feedback. This should be a mutually positive and respectful environment in which to grow and learn from one another.

BE PREPARED. Come to meetings armed with your list of questions or topics you wish to discuss. For example, questions on career actions and rationale; perspective on role and responsibilities in the organization you are in; networking tips; etc.

LISTEN. Your Mentor has years of experience and stories from their professional life. Ask them to share some of their most significant, challenging, memorable, life-changing moments.

BE FLEXIBLE. Everyone is busy so try to set your meetings or calls in advance and then try your best to stick to your commitment.

BE RESPECTFUL AND COURTEOUS. A "Thank you" is always appreciated.

Estate Planning Council of Cleveland
2001 Crocker Road, Suite 510, Westlake, OH 44145
admin@epccleveland.org, 216-696-1228