



MENTEE'S GUIDE

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MENTEE'S GUIDE

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1. INTRODUCTION

Welcome to the PBS Mentoring Programme! As a mentee, you are embarking on an exciting opportunity to grow both personally and professionally. Through this programme, you will receive guidance, support, and constructive feedback from an experienced mentor who is dedicated to your success.

This guidebook is designed to support you in making the most of your mentoring experience. It will provide you with tips, tools, and resources to help you build a productive relationship with your mentor, set and achieve meaningful goals, and grow throughout the mentoring process.

2. THE ROLE OF A MENTEE

As a mentee, your role is to actively engage in the mentoring relationship and take responsibility for your development. You are the one who drives your growth and must be proactive in your approach to learning and improving.

Your responsibilities include:

- **Setting clear goals** for your personal and professional development.
- **Being open** to feedback and suggestions.
- **Being proactive** in scheduling meetings and ensuring the mentoring process stays on track.
- **Reflecting on your progress** and adapting to feedback.

Remember, your mentor is there to guide and support you, but ultimately, you are responsible for your own development.

3. KEY QUALITIES AND BEHAVIOURS OF AN EFFECTIVE MENTEE

To get the most out of your mentoring experience, it's important to demonstrate the following qualities and behaviours:

Key Qualities:

- **Self-awareness:** Understanding your strengths, weaknesses, and areas for improvement.
- **Commitment:** Be committed to the mentoring relationship and take responsibility for your learning.
- **Openness:** Be open to new ideas, approaches, and constructive criticism.
- **Patience:** Personal and professional growth takes time, so be patient with yourself and the process.
- **Accountability:** Be accountable for your actions, goals, and the progress you make.

Key Behaviours:

- **Proactive Communication:** Initiate and maintain regular communication with your mentor.
- **Active Listening:** Listen carefully to your mentor's advice and feedback.
- **Responsiveness:** Actively respond to feedback and make necessary adjustments to your goals or approach.
- **Self-reflection:** Regularly reflect on your experiences and progress, considering how you can improve.
- **Professionalism:** Maintain professionalism in your interactions with your mentor and others.



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4. ESTABLISHING THE MENTORING RELATIONSHIP

The first step in the mentoring relationship is to establish clear expectations with your mentor. Here's how to do that:

- **Discuss Expectations:** Clarify what you hope to achieve through the mentoring relationship. Be specific about your needs and how often you want to meet.
- **Set Clear Goals:** Share your personal and professional development goals with your mentor so they can help guide you.
- **Create an Action Plan:** Work with your mentor to outline an action plan that includes specific milestones and timelines.
- **Agree on Ground Rules:** Discuss things like communication methods, meeting frequency, confidentiality, and how to handle potential issues.

5. SETTING GOALS & EXPECTATIONS

One of the most important parts of the mentoring process is setting clear and achievable goals. Here's how to make sure your goals are clear and measurable:

- **Define Specific Goals:** Be clear about what you want to achieve. Whether it's improving specific skills, advancing your career, or gaining new knowledge, make sure your goals are well-defined.
- **Ensure Goals are Measurable:** Make sure your goals are measurable so you can track your progress.
- **Set Realistic Timelines:** Break down larger goals into smaller, actionable steps and set realistic timelines.
- **Review Regularly:** Check in with your mentor about your goals regularly to assess progress and make adjustments if needed.

6. THE MENTORING PROCESS

The mentoring process typically includes the following stages:

1. Initial Meeting:

- Discuss your background, career aspirations, and personal goals.
- Agree on expectations and how you and your mentor will work together.

2. Goal Setting:

- Set concrete goals for your professional and personal development.
- Create a roadmap that outlines specific actions and timelines.

3. Regular Meetings:

- Meet with your mentor at regular intervals to track progress.
- Discuss any challenges and explore opportunities for growth.

4. Feedback and Reflection:

- Receive constructive feedback on your progress.
- Reflect on the feedback and adjust your approach as needed.

5. Conclusion:

- At the end of the relationship, review your progress and determine next steps for continued growth.



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7. RECEIVING CONSTRUCTIVE FEEDBACK

Feedback is a crucial part of your development as a mentee. Here are some tips on how to receive and use feedback effectively:

- **Be Open:** Listen to feedback without becoming defensive. Remember that the goal is to help you grow.
- **Ask for Clarification:** If feedback isn't clear, ask your mentor for specific examples and suggestions on how to improve.
- **Reflect:** After receiving feedback, take time to reflect on it. How can you apply it to improve?
- **Take Action:** Implement the feedback and make any necessary adjustments to your approach or behaviour.

8. HANDLING CHALLENGES AND DIFFICULT SITUATIONS

Mentoring relationships can encounter challenges. Here's how to handle them:

- **If you feel disengaged:** Be honest with your mentor about your level of engagement. Discuss what might be causing disengagement and explore ways to reignite your interest and commitment.
- **If the relationship isn't working:** If you're struggling to connect with your mentor, address the issue openly. Perhaps adjusting your goals or communication style could help. If necessary, you can discuss reassignment with the Training & Competency team.
- **If feedback is tough to hear:** Remember that constructive feedback is designed to help you grow. Listen carefully, ask questions, and use it as an opportunity to improve.

9. CONFIDENTIALITY & PROFESSIONALISM

The mentoring relationship should be built on trust and confidentiality. Here's what you need to know:

- **Confidentiality:** Anything shared during your mentoring meetings should remain confidential, unless agreed upon otherwise. This ensures that both you and your mentor can be open and honest with one another.
- **Professionalism:** Always approach the mentoring relationship with professionalism. This includes respecting your mentor's time, being prepared for meetings, and communicating in a respectful manner.
- **Boundaries:** Keep the focus on your professional development. While personal rapport can be built, the core of the relationship should be about your growth as a professional.

10. ENDING THE MENTORING RELATIONSHIP

Mentoring relationships may come to an end once your goals have been met or after a mutually agreed upon period. Here's how to end the relationship:

- **Review Progress:** Take the time to assess what you've accomplished during the mentoring relationship.
- **Discuss Next Steps:** Talk with your mentor about your future development plans and how you can continue your progress.
- **Provide Feedback:** Share your feedback on the mentoring process to help improve the programme for future participants.



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- **Maintain the Connection:** Even after the formal mentoring relationship ends, stay in touch with your mentor for ongoing support and networking opportunities.

11. RESOURCES FOR MENTORS

Websites:

- [Mentorloop](#)

12. FREQUENTLY ASKED QUESTIONS

Q: How often should I meet with my mentor?

A: Ideally, once a month, but the frequency can be adjusted based on your goals and needs.

Q: How do I know if I'm getting the most out of the mentoring process?

A: To assess if you're making the most out of the mentoring process, regularly review your progress against the goals you and your mentor set. Consider the skills you've developed, the knowledge you've gained, and your ability to implement feedback. If you're unsure, have an open conversation with your mentor to gain their perspective on your progress.

Q: How do I set realistic goals for my mentoring relationship?

A: Work with your mentor to identify your career aspirations and personal development areas. Break your goals down into smaller, achievable milestones with a clear timeline. Ensure your goals are SMART: Specific, Measurable, Achievable, Relevant, and Time-bound. This will provide direction and ensure that you and your mentor are on the same page.

Q: How can I ask for feedback?

A: Asking for feedback is a crucial part of the mentoring process. You can ask for feedback after meetings or specific activities to gain insight into your performance. Be open to constructive criticism and request actionable suggestions to improve. This will help you grow and refine your development plans.

Q: What if my mentoring relationship isn't going as planned?

A: If things aren't working as expected, it's essential to have an open conversation with your mentor. Discuss any challenges, misalignments, or unmet expectations. If needed, the Training & Competency Team can step in to offer guidance or reassign you to a different mentor.

Q: What should I do if I don't feel a connection with my mentor?

A: If you don't feel a connection, communicate this respectfully to your mentor. It's important to express any concerns early to help identify potential solutions. You may need to adjust your expectations, find common ground, or even re-evaluate if the mentoring relationship is the best fit. If the relationship does not improve, the Training & Competency Team can assist with reassignment.

Q: What happens if I want to terminate the relationship or reassign?

A: If you feel the mentoring relationship is no longer serving your needs, first discuss it with your mentor. If you both agree that the relationship should end, or if you need a new mentor, contact the Training & Competency Team to arrange a reassignment. Ensure you provide constructive feedback to help improve future matches.

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13. FEEDBACK FORM

At the end of the mentoring process, both you and your mentor should complete the online feedback form to evaluate your experience and help improve the programme for future participants.



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APPENDIX A: MENTEE CHECKLIST

PRE-MENTORING PREPARATION

<input type="checkbox"/>	<p>Clarify Personal and Professional Goals</p> <ul style="list-style-type: none"> • Identify areas where you need development or support (e.g., career progression, specific skills, confidence-building). • Set clear, realistic goals for what you want to achieve through the mentoring relationship. • Reflect on any challenges you might be facing that you'd like to work through with your mentor.
<input type="checkbox"/>	<p>Review the Mentoring Agreement/Contract</p> <ul style="list-style-type: none"> • Ensure you understand your responsibilities as a mentee, as well as what your mentor will provide. • Agree on the time commitment, frequency of meetings, and expectations for both parties.
<input type="checkbox"/>	<p>Prepare for the First Meeting</p> <ul style="list-style-type: none"> • Prepare an introduction to share with your mentor, including your current role, career aspirations, and key areas where you'd like guidance. • Bring any questions or concerns you want to discuss during the first meeting.



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DURING THE MENTORING RELATIONSHIP

<input type="checkbox"/>	<p>Be Proactive in Scheduling and Attending Meetings</p> <ul style="list-style-type: none"> • Schedule regular meetings with your mentor as agreed. • Be punctual and prepared for each meeting. • Notify your mentor in advance if you need to reschedule or cancel a meeting.
<input type="checkbox"/>	<p>Engage Actively in the Process</p> <ul style="list-style-type: none"> • Take an active role in setting goals, asking questions, and participating in discussions. • Come prepared with updates on your progress, challenges, and any areas you want guidance on.
<input type="checkbox"/>	<p>Set Clear Goals and Break Them Into Milestones</p> <ul style="list-style-type: none"> • Work with your mentor to set clear, actionable goals for your development. • Break down long-term goals into smaller, manageable milestones that can be tracked and reviewed.
<input type="checkbox"/>	<p>Seek Constructive Feedback</p> <ul style="list-style-type: none"> • Ask for feedback on your performance, strengths, and areas for improvement. • Be open to constructive criticism and view it as an opportunity for growth. • Discuss how you can implement feedback to make continuous progress.
<input type="checkbox"/>	<p>Reflect on Your Learning and Progress</p> <ul style="list-style-type: none"> • Regularly reflect on what you've learned from your mentor and how it applies to your development. • Keep a personal journal or record of key takeaways from your meetings, as well as any challenges or successes. • Track progress toward your goals and identify areas where you need more support or adjustment.
<input type="checkbox"/>	<p>Take Responsibility for Your Development</p> <ul style="list-style-type: none"> • Be proactive in seeking opportunities to develop the skills you want to improve. • Apply what you've learned in your work or personal life, and share these experiences with your mentor. • Hold yourself accountable for meeting goals and deadlines.
<input type="checkbox"/>	<p>Maintain a Positive, Professional Attitude</p> <ul style="list-style-type: none"> • Approach the mentoring relationship with an open mind and a willingness to learn. • Be respectful of your mentor's time and guidance. • Stay positive and patient, understanding that development takes time



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REVIEW & REFLECTION

<input type="checkbox"/>	<p>Regularly Evaluate Your Progress</p> <ul style="list-style-type: none"> • At regular intervals, review your progress toward your goals and milestones with your mentor. • Discuss any barriers to progress and work together to find solutions. • Celebrate achievements and reflect on lessons learned.
<input type="checkbox"/>	<p>Request Feedback on Your Growth</p> <ul style="list-style-type: none"> • Ask for specific feedback on your personal and professional development. • Discuss how you can improve and what steps you need to take to achieve your goals. • Reflect on feedback and adapt your approach accordingly.

TERMINATION OR REASSIGNMENT

<input type="checkbox"/>	<p>Prepare for Closure or Transition</p> <ul style="list-style-type: none"> • When the mentoring relationship is coming to an end, discuss with your mentor what you've accomplished and where you still need development. • Ask for final feedback and any suggestions for further growth. • If reassignment is necessary, work with your mentor and the Training & Competency Team to ensure a smooth transition.
<input type="checkbox"/>	<p>Evaluate the Mentoring Relationship</p> <ul style="list-style-type: none"> • Reflect on what worked well and what could be improved in the mentoring relationship. • Consider the impact of the relationship on your personal and professional development. • Provide feedback to your mentor about what helped you most during the process.
<input type="checkbox"/>	<p>Complete Evaluation Form</p> <ul style="list-style-type: none"> • Complete the online Evaluation Feedback Form to help improve the mentoring programme.