



# HOW TO BE A GREAT MENTEE

Develop a passion for learning, and you will never cease to grow.

## SET YOUR GOALS



Use the Mentorloop goal-setting framework and communicate your goals with your mentor

## BE OPEN ABOUT YOUR NEEDS



Give your mentor a clear view of your expectations, and aspirations

## COME TO EACH MEETING WITH AN AGENDA



Your mentor won't have much feedback or advice if you don't have a purpose or goals

## TAKE RESPONSIBILITY OF YOUR OWN LEARNING



Set yourself tasks in Mentorloop; read books and blogs, attend events, listen to podcasts

## BE AVAILABLE & RESPONSIVE



Check your Mentorloop portal or communication channel often; maintain regular contact

## HEED MENTORS EXPERIENCE & ADVICE



Don't be defensive; your mentor is trying to help you out with constructive feedback

## DEVELOP TRUST



Don't ask for a job. Your mentor is a trusted advisor.

## LEARN AND HAVE FUN



Being a mentee shouldn't be a chore. It should be an engaging and fruitful experience