

WHAT A MENTEE DOES

Working with a mentor is a very rewarding experience. Being deliberate in your planning, preparation, and interactions is crucial to success.



Apply this content during the **Goals & Expectations** and **Mentoring Meetings** sections of the **Mentoring Lifecycle**. Applying the best practices below will allow you to maximize your growth potential when working with a mentor.

Focus on Achieving Learning Goals

- Goals keep you focused, moving with purpose, and benchmark progress.

Drive the Mentoring Relationship

- Be prepared to ask for what you need, when you need it.

Create SMART Goals

- Make goals Specific, Measurable, Achievable, Relevant, and Timely.

Be Authentic, Open, and Honest

- Be real with your Mentor so you don't miss out on learning opportunities.

Prepare for Meetings

- Complete action items, follow through on Mentor suggestions, and make meetings efficient and meaningful.

Stay Connected with your Mentor

- Regular/consistent communication is critical for building your relationship.

Willing to Stretch, Step out of your Comfort Zone

- Be ready for challenging questions and learning opportunities outside norms.

Ask for Specific Feedback

- Honest and candid mentor feedback contributes to self-awareness.

Focus on the Future

- Mentoring creates momentum towards your future. Do not get bogged down in the day-to-day, articulate your vision and create strategies to achieve it.

Keep a Journal

- Make notes of conversations, progress, insights, and questions for meetings.

NAVFAC Mentoring Program Website:

<https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Mentoring/>