

OTAGO
MENTOR
MATCH



WORKBOOK

CAREER
DEVELOPMENT
CENTRE



OTAGO —
MENTOR
MATCH

- 01 *Defining Mentee Expectations*
- 02 *Defining Mentor Expectations*
- 03 *Mentoring Agreement*
- 04 *Diary Entries*

WORKBOOK

Defining Mentee Expectations

The reasons I want a mentor are to:

How can a mentor help me with my professional development?

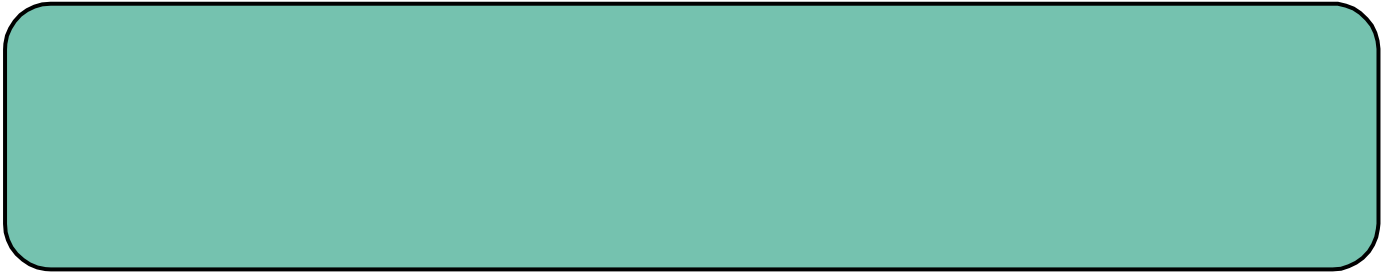
How do I learn best?

What skills, qualities and attributes am I looking for in a mentor?

I want my mentor and I to discuss:

Defining Mentor Expectations

The reasons I want to be a mentor are to:



How can a mentee help with my own professional development?



What particular knowledge/skills/experience do I have that could be useful to my mentee?



I want my mentee and I to discuss:



What am I looking for in a mentee?



Mentoring Agreement

Duration of the mentorship relationship (fixed or flexible end date):

Timetable of meetings (duration, time of day, online or in person):

Nature of relationship (informal or formal):

Process for cancelling or postponing a meeting:

Prepare discussion items beforehand or decide at the meeting:

Means of communicating (email, phone, messenger, etc.)

Diary Entries

Date of meeting:

Topics discussed:

Comments/reflections:

Next steps:

Actions –

Resources –

People/Contacts –

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Topics discussed:

Comments/reflections:

Next steps:

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