**How to be a Great Mentee**

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| **“The Search” – Finding a mentor who is the right fit for your professional development** | |
| Step 1: Reflect and Write | |
| 1. Understand your core values and mission   *Write a mission statement*   1. Know your work style and habits 2. Identify knowledge and skill gabs 3. Be specific in desired opportunities and goals   *Complete an Individualized Development plan (IDP)* | *Li ST, et al. Using your Personal Mission Statement to INSPIRE and Achieve Success. Academic Pediatrics. 2017; 17(2):107-109.* |
| My mission is to: |
| Step 2: Spend time in the Search | |
| Look for a mentor who:   * is available and accessible * helps mentee develop own agenda * provides opportunities * encourages mentee to take risks * has mentoring experience | Next steps in my mentorship search:  1.  2. |
| Step 3: Create a mentoring team | Step 4: Build the relationship – Manage up! |
| Look for mentors with complementary strengths who can make different contributions to your development  https://documents.lucid.app/documents/5a3f830d-1a3a-4fe9-8fe2-be8aa7e7023a/pages/YGcM5DNywbTK?a=334&x=275&y=436&w=970&h=696&store=1&accept=image%2F*&auth=LCA%20a103df614de138edb29eded2ccbb051296055c26-ts%3D1641951381 | 1. Manage up   *Set goals and expectations*  *Plan a meeting schedule and agenda*  *Summarize and follow through on tasks*   1. Ask for (and accept) feedback) 2. Ask questions 3. Actively listen |
| To become a GREAT mentee, I need to:  1.  2. |