**How to be a Great Mentee**

|  |
| --- |
| **“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 developmenthttps://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.  |