**The Role of a Mentee – video transcript**

As the mentee, you will drive the mentoring relationship and take responsibility for the outcomes to be achieved.

Here are some of the key things you will need to do in your role as a mentee:

**Identify how you want to improve**

The first step is to identify the things related to attainment that you want to improve. This could be skills, knowledge or goals that you want to achieve, or it could be new topics you want to explore.

**Communication**

Effective communication plays an important role is building a strong mentoring relationship. If you clearly articulate what you wish to gain from mentoring, your mentor will have a better idea of how to respond in order to meet your expectations.

Mentoring conversations can get off track so it’s important to have a clear structure for the meeting.

1. ***Arrange to meet your mentor*:** you will need to arrange to meet your mentor at a suitable time and location.
2. ***Prepare for the meeting:*** be prepared and set an agenda for what you would like to talk about. You can use ideas from the assessment exercise you will complete shortly.
3. ***Be on time*:** Remember to be punctual and if you have to cancel, inform your mentor in plenty of time.

**Asking questions**

The self-assessment exercise will prompt you to think about the types of questions you could potentially ask your mentor.

The questions you come up with will help you explore new ideas and identify ways to improve your attainment.

Asking questions also helps to clarify anything you are uncertain of and ensures you understand what your mentor is telling you.

**Active listening**

During your mentoring meetings, listen to what your mentor says. Listening involves more than hearing what is said; active listening requires hearing, interpreting and responding to what someone is saying.

It is also a good idea to make notes and agree a set of actions for changes you want to make.

**Feedback**

Feedback is relevant for both the mentee and mentor. You can give back to your mentor by sharing any information you think may be valuable.

Mentoring is mutually beneficial so the feedback you provide could benefit your mentor, but don’t be afraid to ask for feedback if it isn’t given.

Review the feedback you receive and see if you are able to act on it.

**Meetings**

We recommend you meet regularly with your mentor, at least once a month. Meetings allow you to review and discuss the outcomes of any actions from the previous meeting and to plan for future goals and objectives.

It may be useful to create a Mentoring Action Plan and to work with your mentor to set goals and develop mental activities within an agreed time frame.

**What will it feel like?**

**Empowering:** mentoring empowers you to make the changes you want.

**Enlightening:** your mentor can help you uncover new things and broaden your horizons

**Proactive:** you will be proactive in making decisions

**Professional:** As the mentoring relationship progresses, you will develop professional skills.

**Rewarding:** Mentoring can be rewarding and can help fulfil you ambitions and aspirations for university and beyond.