

## **OSPE'S MENTEE GUIDELINES**

### **Preparing for Your Mentoring Relationship**

This introductory section provides mentees with guidelines on the roles and expectations within a mentoring relationship and the preparation others have found helpful to ensure that the mentoring relationship is a productive one. As participants, it is important that you:

- Use the mentoring relationship for professional learning purposes and **not as a means to seek or secure employment.**
- Ensure professionalism, integrity and honesty in all your communications and exchanges.
- Avoid any perception of conflicts of interest and avoid any conflict of interest which might influence your personal actions.

### **The Mentee's Commitment**

To maximize the learning opportunity since the sessions are short, **the mentee should come to conversations with the mentor with specific topics and questions to explore.** Determine your goals and identify how and where your mentor can add tips and advice. We recommend coming prepped with around 3-5 questions to ask your mentor. In the first 5 – 7 minutes of the meeting, we recommend that you spend that time on introductions and explaining your goals/purpose of the meeting. If needed, book a second appointment with the same mentor.

### **Ingredients for Successful Mentoring**

Mentoring is an interactive, person-to-person process of guided learning and development between a mentor and a mentee. With traditional mentoring, the reflective process is carried out over time. However, since the mentors and mentees are limited to one or two 30-minute sessions, the role of the mentees is to be prepared with specific questions and topics to support their goals.

### **Best Practices for Successful Mentoring Relationships**

When beginning a mentoring relationship, it is recommended that you utilize the following best practices that were identified in the pilot:

- Work with your mentee to outline goals and purposes of the discussion within the first 5 minutes of the meeting
- Schedule the next meeting date before the end of each meeting (if needed)

## **Confidentially**

Email is NOT a confidential medium and provides minimal protection of sensitive information. Moreover, some employers do not permit the use of email for personal purposes. Collectively decide on the tools and resources that will work most effectively for you. Zoom or MS Teams provides instant messaging and video chat functions that may better preserve confidentiality than other online platforms.

## **Responsiveness**

How quickly do you respond to messages and how others perceive that timing has an impact on your relationships.

- If you send a message that the other party doesn't respond within the time you'd expect, be sure to follow up. Sometimes emails end up archived in a spam folder without the receiver's knowledge.

It's also important to recognize that mentors or mentees may need to reschedule meetings from time to time due to unexpected work commitments that are simply part of the nature of the profession. Try to remain patient when this happens.

## **Mental Health Resources**

If any of you are struggling with mental health, please refer to the resources below. It is okay to not be okay, and times are difficult. You are not alone, and please reach out for support if you need it.

**Stella's Place (Mental Health Resource for Individuals between 16 to 29):** <https://stellasplace.ca/>

**Mental Health Quick Guide from CMHA (A Handbook of Multiple Resources in Toronto):** [https://toronto.cmha.ca/wp-content/uploads/2018/02/Mental\\_Health\\_Quick\\_Guide\\_2018.pdf](https://toronto.cmha.ca/wp-content/uploads/2018/02/Mental_Health_Quick_Guide_2018.pdf)

**Mental Health Resources in Ontario:** <https://www.ontario.ca/page/find-mental-health-support>