



MAKE THE MOST OF YOUR MENTORSHIP

What is mentoring?

Mentoring is a professional relationship in which an experienced person (the mentor) provides guidance, support, and advice to another person (the mentee). The mentor-mentee relationship is built on trust and mutual respect and should be based on the shared goal of helping the mentee reach their potential.

What are the Benefits of having a Mentor?

Being a mentee has many benefits. A mentor can help you navigate your career, identify opportunities for growth and development, and provide advice on how to overcome challenges. A mentor can also introduce you to their network of contacts, which can open up new doors for you. And finally, a mentor can help boost your confidence by believing in your potential.

Some of the benefits of having a mentor include:

- Gaining new skills and knowledge.
- Improving your performance at work.
- Learning how to network and build relationships.
- Developing a stronger sense of self-confidence.
- Making better career decisions.
- Increased job satisfaction.

How to approach a Mentor

The WIFN Mentorship Platform makes finding a Mentor easy but how to spark up that conversation? Do your homework and have a look at our Mentor's bios on the platform and LinkedIn profiles so then you can choose your Mentor appropriately. When approaching a potential Mentor be clear on your goals and what you want to achieve by working them.



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The Initial Meeting

Keep it short and sweet. This is the most important part of a good introduction. What's your professional background and where are you at now? Clearly state what you want to talk about in future conversations. Give your mentor some background so he or she can understand you better. Share your professional objectives, as well as any relevant aspects of your personal life situation.

Maximise the benefits of having a Mentor

- **Know what you want out of the Mentorship** - As you enter in to a Mentorship, make sure you go in knowing what you want to achieve and what areas you want your Mentor to help you work through and improve upon.
- **Be prepared** - For each session come with questions that have come up since your last session so you can work through challenges with your Mentor.
- **Step out of your comfort zone** - Ask those difficult, thought provoking questions so you can dive in to the fundamentals of how to reach your goals. Even though some of the answers may mean you need to make some big changes which can be intimidating, your Mentor is there to help guide you through it.
- **Be open and honest** - When working with your Mentor, be 100% honest when answering questions as the more they know, the better equip they are too help you. Otherwise if you hold back your thoughts and feelings when talking to your Mentor, you won't be doing yourself any favors. Give them the full picture of your challenges, needs, goals, and accomplishments so they can understand how to best help you.
- **Be respectful** - Remember your Mentor has given up their time to support and help you on your career journey, so be respectful of their time by being on time and sticking to your scheduled appointments.
- **Take action** - Be committed to putting the new skills you discuss with your Mentor in to action. Put the work in to make the most of your Mentorship and be attainable with the tasks they set you as part of your development.



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- **Be open to feedback** - As you discuss challenges and honing new skills with your Mentor, make sure you're open to their feedback as you go. Some times it isn't always easy to hear but in the long run its more beneficial to take it on board and in to action in your everyday work.
- **Meet regularly** - It's important to have regular check-ins with your mentor to ensure you stay on track to achieving your goals. In these meetings, the mentor can provide guidance, feedback, and support as well as offering you the chance to share any challenges or successes you have experienced since the last meeting.

Topics and Questions for Mentees to Ask Mentors

1. Career Story Topics

- What was your first job in the furniture world?
- How did you get to where you are now?
- Who were some of your key role models while growing up?

2. Leadership advice (If you're thinking of getting into a leadership role or just started)

- Which leadership skills were the most difficult for you to develop?
- What daily, weekly, or monthly routines help you to get more done and improve your productivity?
- How can I broach the topic of a promotion with my manager?
- How do you delegate as a team leader (tools, tricks, techniques)?

3. Navigating a corporate organisation

- Who are the individuals I'll need to collaborate with to take on a leadership position?
- How did you become more strategic at work?
- What should I know about company structure or culture to get hired?
- How do you navigate change in the workplace?



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4. Other

- If you could go back and tell your younger self one thing, what would it be?
- Why did you decide to become a mentor, and what are your expectations for our mentoring relationship?
- What professional accomplishments, whether it be overcoming difficulties to advancing in your job, are you most proud of?

Ending Mentoring

It's a good idea to discuss with your Mentor the terms for concluding the Mentorship and agree on a "no blame, no explanation" exit on mutually acceptable terms at any time if either party asks it. You'll reduce the chance of stress levels exploding when you set clear expectations. Some mentoring relationships extend over months or years, whereas others last for shorter periods of time.

Both parties should only continue the mentoring relationship if they can commit equally to it and if it is achieving the goals spoken about. The end of the mentor-mentee relationship should be seen as an opportunity to learn from what did and didn't work, and to focus on all that was accomplished. Both partners should celebrate their successes, acknowledge any failures, and conclude the journey positively.

Reflection on the Mentoring Relationship

- What went well?
- What didn't go well?
- What would you do differently next time?
- If you could change one thing about the mentoring relationship, what would it be?



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Final Thoughts

The mentor-mentee relationship can be a rewarding experience for both parties. By openly and honestly communicating with each other, you can set and achieve goals, learn new skills, and build lasting relationships. As the Mentee, you can gain invaluable insights into the industry and how to enhance your career.

Now that you've read our guide on how to build an effective mentor-mentee relationship, it's time to find your Mentor! Remember to celebrate your successes, be open and honest with each other, and stay positive throughout the mentoring relationship.

Good luck on starting your Mentorship journey and we look forward to hearing your success stories!



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