

Tips and tricks for mentees

- **Take the initiative and keep in touch with your mentor:** find appointments, ask questions, communicate requests for changes in the process, discuss development perspectives, be respectful and thankful
- **Actively shape the mentoring and be well prepared.** Clarify your questions with yourself in advance, because time together with your mentor is valuable! Create a folder / notebook. Go through documents from past meetings before you meet for the next meeting.
- **Formulate clear objectives and expectations**
- **Listen actively!** Be able to take advices
- **Be open!** Mentoring is also about trust. Share your positive and negative experiences honestly.
- **Recognize your own perspective** (because you and your mentor might have had different experiences in the past / have different values and ambitions). Develop an understanding of these differences (objective view).
- **Behave professionally** - maintain discretion, admit mistakes, and take responsibility. Avoid inappropriate topics, remarks, gestures.
- Handle any criticism positively and do not take it as an attack on your person
- **Be open to suggestions** and broaden your horizons.
- But also question critically. Express doubts with respect. **Be able to make your own decisions.**
- **Mentoring is a partnership.** Let your mentor benefit from you as well.
- Mentoring also means **commitment**. Take time for your mentor.
- Stay curious and be ready to develop yourself further