



# AIEN YN Mentee Manual

Welcome to the AIEN YN Mentoring Program. Below you will find more information about the program and how the mentoring relationship will work. Please contact AIEN if you have any questions at [education@aien.org](mailto:education@aien.org).

## INTRODUCTION

The mentoring program is AIEN's endeavor to provide the Young Negotiators (YN) with an opportunity to ask for guidance and advice about career development. Mentors can assist YNs in understanding the variety of possibilities in their chosen career fields, where there is demand, and what skills, activities and courses are necessary for them to succeed.

**DISCLAIMER:** The mentoring program was not created to help YN's obtain employment, but to provide YN's with an opportunity to enhance their career by learning from a mentor.

This manual was developed to provide mentees with an overview of the mentoring program and to guide mentees through the mentoring relationship.

As a mentee you must be proactive, facilitate meetings and ask questions.

The application to this program does not guarantee your enrollment, as it depends on the number of applications and availability of mentors.

## BENEFITS OF A MENTORING RELATIONSHIP

- Both parties will benefit from one another's vision, experience and learning.
- Mentees will gain insight into organizational culture, appropriate behaviors, attitudes and protocols in their field.
- Mentees have the opportunity to talk with experienced professionals in their field.
- Both parties have an opportunity to focus on career plans and career development.

Your mentor will be your own private source of objective advice, someone with experience in setting and achieving goals and someone who wants to share those abilities with you.

A mentor:

- Helps you learn from his or her experience.
- Provides advice to help you evaluate your options and make better decisions.
- Helps you access a new world of ideas and experiences.

## WHAT IS MENTORING ALL ABOUT?

What is a mentor?

- Someone who is there for you
- Someone who can help you see the possibilities
- Someone who has been there and knows how you feel
- Someone who takes the time to listen
- Someone who can help you identify and reach your goals
- Someone who sees your vision and can help you find ways to realize it

What is a mentee?

- Someone being mentored by another person or persons
- Someone who makes an effort to assess, internalize, and effectively use the knowledge, skills, insights, perspective or wisdom offered by a mentor
- Someone who seeks out a mentor's help and uses it appropriately for developmental purposes whenever needed

### **YOUR RESPONSIBILITIES AS A MENTEE**

As a mentee, you should:

- Respond to your mentor's emails and phone calls in a timely fashion, within 24 or maximum 48 hours.
- Say "thank you" occasionally. Remember that your mentor has a very busy schedule, yet he/she spends valuable time with you to answer your questions.
- Suggest topics you want to discuss.
- Let your mentor know how he or she can help you.
- Be honest. Tell your mentor if something about your relationship is bothering you.
- Share your career goals.

### **GETTING STARTED**

Your mentor can provide the best support and guidance once he or she understands "who you are." Before you begin to work with your mentor or start to develop your list of career goals, it will be important to stop for a moment and think about who you are today and where you see yourself in the future.

Take a few minutes to think about the following questions:

- What is your greatest gift? What are your strengths? What are some of the things you do really well?
- How would others describe your best characteristics and qualities?
- What do you like to do the most?
- What do you not like to do?
- What is the most important lesson about life you have learned?
- What is the biggest mistake you have ever made? What did you learn from it?
- List 5 people you admire and respect, and tell why.
- What part of your future are you most worried about?
- What do you believe will be the most important factors that will shape the future?

Now, think about the following important areas:

- What is your specific career goal?
- What is your plan to reach this goal?
- By when will you reach this goal?
- How will you monitor your progress?
- What will you do to reward yourself for reaching this goal?

Questions you might ask your mentor:

- What did you do after you graduated from college? Would you do that again?
- What do you like most about your work? Least?
- What kinds of things do you do at work in an average week?
- Why are you interested in being a mentor?
- How did you choose your career path?

- How do you define success? What do you think is most important for success?
- Did you have a mentor? How did that person help you?

Questions your mentor might ask you and some tips for how to answer them:

- Tell me about yourself ... Keep the focus on yourself, not your family or friends
  - Concentrate on your strengths and goals
- Where do you hope to be in the next year/five years?
  - State your goal, if you have one. Be realistic—five years isn't that far away
  - You might also want to ask your mentor the same question
- How can I best help you?

A list of more discussion ideas:

- Discuss career options
- Work on your resume
- Talk with your mentor about his or her job
- Find out how your mentor got his or her job. Did he or she have to train for it?
- Have your mentor describe what he or she does specifically. Ask if this is different than what he or she planned on doing when he or she was in college.
- Ask your mentor to recommend a book (classic or recent) that will be useful for your career.

### **Making your first contact**

**It is the mentee's responsibility to make the first contact via email or phone call within one month. During this first meeting, mentee and mentor will agree on 3-5 goals for the year in the mentoring program and submit to [education@aien.org](mailto:education@aien.org). It is ok if these goals change during the course of the year, however they will allow you to set an initial course for the mentoring relationship and measure your progress at the end of the program.**

### **Emailing your mentor**

- Introduce yourself and give your mentor some background information like your age, your family, where you work and what your current job is.
- Don't feel like you have to write about everything all at once. You have time to get to know your mentor.

### **Calling your mentor**

- Introduce yourself.
- Refer to your notes. Refer to what you wrote in response to the questions under the "Getting Started" section. Pick one or two issues that are most important to you, and start by asking your mentor about them.
- Listen well and then summarize what you think your mentor is saying. Don't make assumptions; listen for points of view that are different from your own.
- Be clear on what you and your mentor agree to do next, and when you will connect again.
- Be responsible. Always follow through on what you said you would do or let your mentor know why you cannot.

### **Meeting with your mentor/discussions**

- Face-to-face meetings are a great way to meet your mentor and get to know him or her.
- We strongly encourage you to meet with your mentor in-person at least once a quarter, if geographically possible.
- AIEN YN will periodically send a short list of suggested topics for discussion that should be helpful in continuing a dialogue.

**As your relationship evolves**

- At the end of the mentoring year, you and your mentor should discuss whether or not you would like to continue the mentoring relationship. Your mentoring relationship doesn't have to end at the end of the mentoring year.
- Please notify AIEN of the outcome of your mentoring relationship, if you plan to continue or end the relationship.