

# Mentee Guide



# About Mentoring SG

Mentoring SG is a national movement that aims to build a culture of mentoring in Singapore and make mentoring more accessible for youth.

An initiative under Forward SG, Mentoring SG seeks to support youth development and school-to-work transitions through mentoring for youth to thrive, grow and realise their aspirations. Mentors could help youth broaden their perspectives in their definition of success; and provide guidance, support and practical advice to the youth as they navigate key transitions.

Mentoring can play a pivotal role in positive identity formation and enable youth to make informed choices in education, career and life transitions. It can be a deeply meaningful and nurturing relationship in supporting youth achieve their fullest potential.

## Foreword

Welcome to our Mentee Guide, designed to help you maximise your mentoring experience. Inside, you'll discover mentoring opportunities in Singapore, learn the qualities of a good mentee, and find prompts for productive discussions with your mentor. Additionally, we provide goal-setting tools and an immediate action plan to help you achieve your goals. We hope this guide supports your growth and development.



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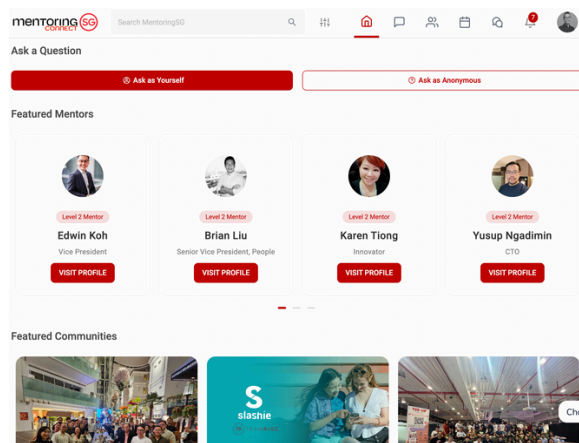


# MENTORING OPPORTUNITIES IN SINGAPORE

Light touch engagement  
(Human libraries, career talks,  
flash mentoring)

Informal/social mentoring  
(Self-initiated mentoring  
relationships with seniors,  
peers, superiors)

Structured mentoring  
programs offered by  
organisations in  
Singapore



Mentoring SG Connect

# CHARACTERISTICS OF A GOOD MENTEE

- 1 Openness to learning
- 2 Being committed
- 3 Respect your mentors
- 4 Clear goals/objectives
- 5 Take initiatives
- 6 Be accountable
- 7 Show gratitude
- 8 Take action

# CHARACTERISTICS OF A GOOD MENTEE

1

## **Openness to learning**

Remember that your mentor has more experience and knowledge than you do , so it's important to be open-minded and willing to consider their advice and feedback,. This doesn't mean you have to agree with everything they say, but it does mean you should be willing to give their suggestions serious consideration.

2

## **Being committed**

A good mentee should be committed to the mentoring relationship and dedicated to achieving their goals. They should be willing to invest time and effort into their personal and professional development.

3

## **Respect your mentor**

The Singaporean culture places a strong emphasis on respect for authority figures. A good mentee should demonstrate respect for their mentor's knowledge, experience, and guidance.

4

## **Clear goals/objectives**

Before entering into a mentoring relationship, identify your goals and what you hope to achieve from the experience. This will help you communicate your needs to your mentor and ensure that you both have a shared understanding of what you want to accomplish

# CHARACTERISTICS OF A GOOD MENTEE

## Take Initiatives

5

Don't rely on your mentor to take the lead in the relationship. Be proactive in scheduling meetings, asking questions, and following up on action items. This demonstrates your commitment to the relationship and your willingness to learn and grow.

## Be accountable

6

A good mentee takes ownership of their actions and decisions. They should be accountable for their progress and actively work towards their goals.

## Show gratitude

7

Show appreciation and gratitude to your mentor for the time, guidance, and support. A simple thank you note, a small gift or even a verbal expression of gratitude can go a long way in building a strong and lasting mentoring relationship.

## Take action

8

It's not enough to simply listen to your mentor's advice and guidance : you need to take action on it as well. This means setting goals, creating action plans and following through on your commitments.

# SUGGESTIONS FOR POTENTIAL TOPICS WITH YOUR MENTORS

**1**

**Education and Skill Building**

**2**

**Career Development**

**3**

**Networking and  
Relationship Building**

**4**

**Personal Growth and  
Development**

**5**

**Work-Life Balance and  
Self-care**



# SUGGESTIONS FOR POTENTIAL TOPICS WITH YOUR MENTORS

1

## Education and Skill Building

Choosing the right educational path (e.g., Junior Colleges, Polytechnics, ITEs, Universities)

Developing skills relevant to current and future career aspirations

Finding opportunities for internships, apprenticeships, or volunteer work

2

## Career Development

Setting career goals and creating a roadmap for achieving them

Seeking advice on job searching, networking, and interviewing

Developing skills and qualifications needed for desired career paths

3

## Networking and Relationship Building

Building professional networks and connections

Developing communication and interpersonal skills

Navigating workplace dynamics and building positive relationships with colleagues

# SUGGESTIONS FOR POTENTIAL TOPICS WITH YOUR MENTORS

4

## Personal Growth and Development

Setting personal goals and developing strategies to achieve them

Cultivating a growth mindset and embracing lifelong learning

Managing stress and coping with challenges

5

## Work-Life Balance and Self-care

Setting boundaries between work and personal life

Discussing strategies for managing burnout and preventing overwhelm

Practicing self-care and prioritizing mental and emotional well-being

# ASKING POWERFUL QUESTIONS

1

## **Start with Intent: Know Why You're Asking**

Before speaking, ask yourself: What am I trying to learn—perspective, advice, or a story? Purpose drives clarity.

2

## **Use Depth Over Breadth**

Avoid vague questions. Go deep on one thing. Instead of 'How can I succeed?' ask 'What mindset helped you succeed early in your career?'

3

## **Invite Reflection, Not Just Information**

Ask questions that make your mentor reflect: 'What's something you used to believe but no longer do?'

4

## **Frame with Context**

Provide a short setup for your question. 'I've been working on giving feedback. What's your approach to handling difficult conversations?'

5

## **Design for Openness, Not Confirmation**

Use open-ended prompts. Replace 'Do you think...' with 'How do you think about...'

6

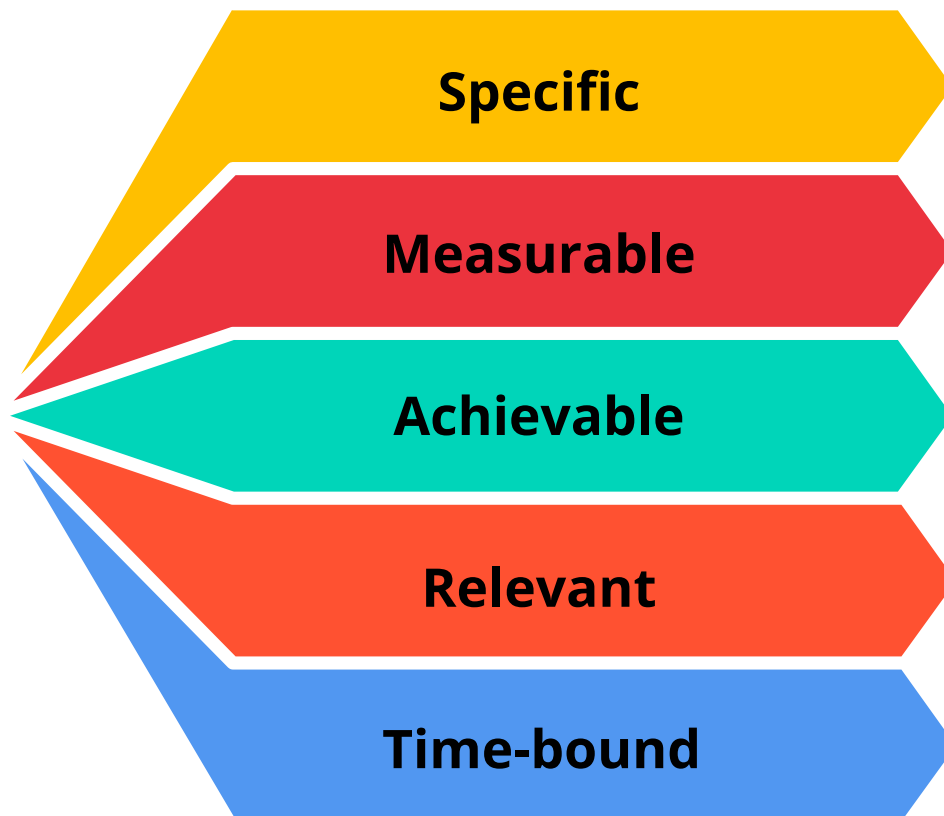
## **Use Situational Questions to Get Real Insights**

Create a scenario: 'If you were in my shoes, starting out today, what would you focus on in the first 90 days?'

You don't need to ask many questions - just one great one at the right time. Be intentional, pause after asking, and listen well. That's where real learning begins.

# GOAL SETTING TOOLS

## SMART Goals



# GOAL SETTING TOOLS

## Specific

What exactly do you want to achieve?

Good goals, area clear and defined

## Measurable

How will you know when you have achieved it?

You will need to be able to track daily progress

## Achievable

How can the goal be accomplished?

List the specific tasks you need to complete

## Relevant

Why is this goal important to you?

Does this goal help add to your plans for the future?

## Time-bound

When do you want to achieve this goal?

Set a target date so you can guide your work to a completion

# GOAL SETTING TOOLS

## WOOP Goal-Setting Tool

Wish

Outcome

Obstacle

Plan



# GOAL SETTING TOOLS

**Wish**

**What would you like to achieve?**

e.g. I would like to gain admission  
into a local university.

**Outcome**

**How would life be better?**

e.g. I can increase my chances  
of getting my dream job!

**Obstacle**

**What is standing in your way?**

e.g. My studying methods  
are not effective.

**Plan**

**How can you overcome this?**

e.g. I will review my study methods  
and find ways to improve it!

# REFLECTION TEMPLATE

SESSION  
DETAILS

Session Date: .....  
Mentor's Name: .....  
Mentee's Name: .....

PROGRESS SINCE  
LAST SESSION

Goals Set In  
Previous Session:

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Achievements:

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Challenges  
Encountered:

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UPCOMING GOALS

Short Term Goals:

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Long Term Goals:

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Action Plan:

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Questions and Topics for Next Session

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.....



# IMMEDIATE ACTION PLAN

**What can I  
do now?**

**1**

Join  
Mentoring SG connect

**2**

Join a structured  
mentoring  
programme

**3**

Search and reach out  
to potential mentors  
within your community  
or on LinkedIn

# Contact Us

For enquiries, feedback on, or contributions to this Mentor Guide, please contact the Mentoring SG team at [mentoring.sg/contact-us](https://mentoring.sg/contact-us).



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