



# **THE MENTEE HANDBOOK**

## **Chapter 1**

First Steps to Finding a Mentor

# ***DEFINE YOUR GOALS***

Ask yourself:

**What do I hope to achieve  
through mentorship?**

Having a clear vision before starting your search will guide you to the right mentor who identifies with your aspirations.



# ***JOIN PROGRAMMES***

Take part in community or school-recommended mentorships!

These structured initiatives connect you with mentors who'll open doors to valuable opportunities!

*Recommended Programmes:*

**halogen**



*Advisory*





# ***SCHOOL RESOURCES***

There are many people in your academic institution to connect you with mentors in your chosen industry!

Seek guidance from the following:

- **Professors**
- **Academic Advisors**
- **Career Counsellors**





# ***YOUR NETWORK***

Tap into your peers' and/or family's connections to find individuals in your field of interest.

Personal referrals often establish trust right off the bat, leading to meaningful mentor-mentee relations.





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## **Chapter 2**

Finding a Mentor: Networking



# ***FAIRS/WORKSHOPS***

Keep an eye out for career fairs, workshops, and networking sessions organized by your school or industry partners!

➡ Gain valuable opportunities to interact with seasoned professionals and explore mentorship possibilities.



# ***ONLINE PLATFORMS***

Explore online mentorship platforms designed exclusively for mentees, namely virtual mentorship programmes and professional networking sites.

*Recommended Sites:*

- **Linkedin**
- **Mentoring SG Connect**
- **ADPList**





# ***ALUMNI NETWORKS***



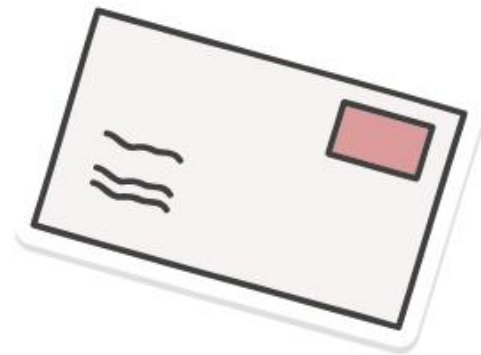
Alumni are often eager to support fellow juniors and offer guidance based on their experiences.

Leverage your school's alumni network to connect with graduates who have treaded the path to your desired career.

# ***E-NETWORKING TIPS***

- Take initiative in reaching out to potential mentors.
- Craft personalised messages highlighting your admiration for their work and your interest in learning from their experiences.

*Remember, persistence can lead to rewarding mentorship opportunities.*





# **THE MENTEE HANDBOOK**

## **Chapter 3**

### The Mentor Checklist


# ***MENTOR GREEN FLAGS***

- ☒ 2-3 levels above your job position
- ☒ Shares similar values and morals
- ☒ Approachable and willing to guide you
- ☒ Possesses experience in your desired field
- ☒ Able to look critically at your goals and plans





# ***MENTOR RED FLAGS***

 Barely checks-in with you

 Assumes the role of your yes-man

 Does not offer constructive criticism

 Disengaged during your conversations

 Discloses contents of your chat with others

# ***REMEMBER!***

**Mentorship is not just about the mentee.**

Think about what you can bring to the table as well. Maybe it's a fresh perspective on the industry, or niche skills you can teach your mentor!

Being a mentee is a process, so embrace it and take your time to find the right one.

*You got this!*





# **THE MENTEE HANDBOOK**

## **Chapter 4**

### Types of Mentors



# ***GUIDING LIGHTS***

- Refers to senior leaders with vast experience (e.g. department heads, your boss' boss)
- They possess long-term industry experience that illuminate your path and **serve as inspiration** for career mapping.



*Establishing a personal connection with such mentors may be tough, especially in larger organisations. Find common ground and opportunities to showcase your value!*





# MIRROR MENTORS

- Usually your peers & junior colleagues
- They reflect back to you on your behaviour in the workplace
- They often **recognise your work patterns** better than yourself (e.g. tasks that bring you joy to ones that cause you stress)



*Consider their feedback and engage in deeper self-reflection. This could change your current career goals!*



# ***WINDOW MENTORS***

- Often mid-level professionals (e.g. your bosses and older colleagues)
- More likely to **accurately identify** your strengths and weaknesses
- Able to expose you to suitable assignments & career paths



*Stay open-minded. Some of these opportunities may not be what you envisioned!*



# THE MENTEE HANDBOOK

## Chapter 5

Mentorship Dos and Don'ts



## **Clarify your needs from the start**

- Let your mentor know what kind of support you need (e.g. career suggestions, life advice)
- Suggest how often to meet (e.g. monthly for 6-9 months)

## **Take initiative**

- Set up meetings
- Be prepared with questions and key discussion points.



## **Assess the vibes**

- If you feel that your mentor's advice is not in step with your philosophy and morals, do not follow blindly!
- Use every meet-up to evaluate the suitability of this mentor and whether their values still align with yours.

## **Express gratitude**

- Mentors willingly take time out of their busy schedules just for you.
- Don't take this for granted!



# **DON'T**

## **Ask repeated questions**

- You should keep track of what has already been talked about.
- Brainstorm new and insightful questions before meeting your mentor!

## **Tell half-truths**

- Your mentor is here to support you.
- If you want tangible advice to fix a situation that has gone south, lay out all the facts, be it good or bad.

## **Expect to be babied**

- If you are rejecting advice because you anticipate straightforward solutions, you may need to reflect on your mindset.
- Mentors encourage you to think critically, not spoon-feed you!

## **Be afraid**

- Relax and go with the flow!
- Mentorship is about growth and learning, so don't worry about making mistakes.





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## Chapter 6

Breaking the Ice





## QUESTIONS TO ***UNCOVER THEIR STORY***

1. What sparked your interest in becoming a mentor?
2. What was your very first job? What did you like and dislike about it?
3. If you could do it all again, would you still choose to work in this industry?
4. If you could go back and give advice to your younger self, what would it be?

## QUESTIONS TO ***FIND COMMON GROUND***

1. What were some of the biggest challenges or victories you faced when you were my age?
2. What's something you do to relieve stress from work?
3. What motivates you when you're burnt out?
4. If you could learn another skill unrelated to your current role, what would it be?





## QUESTIONS TO ***GAIN CAREER INSIGHTS***

1. What skills do you believe can help me excel in (role) ?
2. What is something you'd like to change about your role/industry?
3. What does a day in your life look like?
4. What are some misconceptions/stereotypes about your work?
5. What is the biggest lesson you've learnt in your role?

## QUESTIONS TO ***LEVEL UP RESOURCES***

1. Is there anyone else you would suggest I speak to about (subject)?
2. Are there any events/programmes you would recommend me to go for to deepen my knowledge in (subject)?
3. What is something you do to stay competitive in the industry?
4. Are there any online courses on (subject) you would highly recommend I enrol in?







# **THE MENTEE HANDBOOK**

## **Chapter 7**

Unlocking Deeper Conversations

## QUESTION TYPE #1

# ***SITUATIONAL***



**“If you were in my shoes,  
what would you do?”**

Give your mentor a chance to know more about your life and thought process.

*Possible areas of discussion:*

- Dilemma on course of study
- A conflict faced at school/work
- Being assigned a task and anticipating a second opinion

## QUESTION TYPE #2

# ***FOLLOW-UP***



**“The last time we spoke, you pointed out that I could improve on \_\_\_\_\_. ”**

Track your progress and show your mentor that their advice did not fall on deaf ears.

*Possible areas of discussion:*

- What else can you do if you're struggling to make changes?
- Are there any other aspects of your life/career you can improve on?

## QUESTION TYPE #3

# ***CHALLENGES***



**“How did you overcome \_\_\_\_\_?”**

Learn more about your mentor and bond over shared obstacles!

*Possible areas of discussion:*

- Industry-specific (e.g. Taking a risk to start a new business, implementing a new business strategy)
- Personal (e.g. Fear of failure, public speaking)





# THE MENTEE HANDBOOK

## Chapter 8

### Communication Hacks

# ***BODY LANGUAGE***

Non-verbal cues speak volumes. The way you present yourself can influence the vibe of your mentor chats.

Here's an example of good body language:



# PARROTING WORDS

Repeat the last few words of the other person's speech, where applicable. This prompts them to elaborate!

*Note: Do not do this all the time.*



# ***TONE OF VOICE***

In a conversation, be mindful of:

1. Volume
2. Pace
3. Pitch
4. Inflection

Without variations in tone, your question or statement may come across as sarcastic, rude or even ***accusatory***.





# ***WAIT YOUR TURN***

Interrupting is one of the quickest ways to shut down a conversation and irritate the other person.

Recognise and control yourself when this happens, especially when you find yourself itching to say something.

***Truly listen*** to what is being said rather than anticipating speaking next.

