



FLASH MENTORING PROGRAM — TIPS FOR MENTEES —

Prior to Your Flash Mentoring Session:

- Assess and clarify your goals for participating in the flash mentoring session.
- Review the mentor's bio to learn more about his or her background and experience.
- Send an email to your mentor with a short list of proposed topics for discussion during the session. Be specific with the mentor about what you hope to accomplish, which will help to ensure that the conversation is focused and productive.
- Arrange a time and place for the session that is convenient for both you and the mentor.
- Identify information and potential referrals that might be helpful to you.
- Consider preparing specific questions that you would like to pose to the mentor.

During Your Flash Mentoring Session:

- Be prompt and prepared for your flash mentoring session.
- Be willing to learn and receptive to new ideas.
- Openly share your hopes, concerns, ideas, and goals.
- Ask direct questions.
- Look for "nuggets" that can be applied to your situation.
- Be willing to try new approaches and take prudent risks.
- Seek resources for learning and continuous improvement.
- Do not ask for a job. The flash mentor's role is not to get another job for you.
- Do not ask for a follow-up meeting or discussion with the mentor, given the one-time, one-hour commitment of the program. If you and the mentor find the session to be valuable and you would like to stay in touch or meet again, that is the prerogative of the mentor to make such an offer.
- Close the meeting with a proposed plan of action for your next steps.

After Your Flash Mentoring Session:

- Provide feedback to SEA about the flash mentoring program.
- Follow through on any agreements or offers made between you and the mentor.
- Hold in confidence the information given and received between you and the mentor.
- Remember to thank your mentor and share feedback on how the conversation helped you.