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Diabetes
a dietetic practice group of the
**Academy of Nutrition
and Dietetics**
*Experts in Diabetes Care
and Education*
diabetesdpg.org

Mentor / Mentee Guidelines for a Successful Working Relationship

Mentor / Mentee Roles and Responsibilities

The mentor should expect to be engaged with their mentee as a coach, advisor, and advocate. In doing so, he/she will:

- Help mentee define and work towards clear professional goals
- Provide perspective and guidance
- Facilitate the mentee's development as a leader and professional within the field of dietetics

A mentee should expect the following from their mentor:

- Clearly defined expectations for the mentor relationship
- Punctuality
- Reliability and availability
- Mutual cultivation of a positive and productive dynamic in the mentor-mentee relationship

The mentor should expect their mentee to:

- Openly discuss and prioritize professional needs and set goals
- Work with mentor to develop an action plan to achieve goals and develop metrics to assess performance
- Respects the mentor's time commitment by identifying, planning, and preparing issues for discussion

- Be a receptive and active listener, knowing that acceptance of constructive feedback is an essential element to mentee's success

Tips and Guidelines for a Successful Mentor / Mentee Relationship

Do your homework.

- Before your first meeting, read through the program materials and come ready to discuss your expectations and needs
- Complete all of the assigned activities before each meeting

Mutual respect for time is essential.

- Identify a mutually convenient schedule for meetings and check-ins
- Agree on an appropriate length for your meeting, and make the most of your time
- Respond to requests in a timely manner

Maintain flexibility whenever possible.

- Revisit goals and progress regularly
- Be willing to consider new ideas

Communication is key.

- Respectful discourse from both parties is non-negotiable

Should a mentor or mentee at any time feel the need to sever the relationship, or be re-paired, they can email DDPGMentorship@gmail.com.