Trauma Association of Canada
Association Canadienne de Traumatologie

Trauma Association of Canada – Injury Prevention Mentorship Program

Prepared by TAC Injury Prevention Committee
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How to Be a Good Mentee

Mentorship is a powerful tool for professional growth. As a mentee, your role is not passive; it requires active participation, reflection, and engagement. This guide will help you understand how to be an effective mentee, set clear objectives, manage expectations, and make the most of your mentoring relationship.

Goals and Objective of the TAC-IP Mentorship Program:
Skill development and knowledge transfer between injury prevention professionals working in Canadian Trauma Centers.

Goals:

- Community building, expanding professional networks across Canada,
- Knowledge sharing, problem solving and mutual learning,
- Facilitating goal setting between mentors and mentees.

Expectations:

Be proactive in seeking out your mentor's time, advice, and feedback. It's your responsibility to initiate meetings, prepare agendas, and follow up on action items.

Tips for Being a Good Mentee:

1. **Be open to feedback** – Use feedback as an opportunity to grow, ask clarifying questions, and learn from the experiences of the mentor.
2. **Be prepared** – before each meeting develop an agenda with specific topics to discuss, questions or challenges you are facing. Share this ahead of time so your mentor has time to prepare.
3. **Respect boundaries and confidentiality** – Be mindful of your mentor's time and workload, keep meetings professional and focus on the agenda. Do not share confidential information about your mentor's experiences or work with others.
4. **Accountability** – Be accountable to the goals you set with your mentor. Track your progress and provide updates. Communicate with your mentor if something isn't working.
5. **Gratitude and recognition –** Acknowledge the time, effort, and experience of your mentor.

Suggested Meeting Structure:

The structure of your meetings may vary based on the goals of the mentor and mentee. It is recommended to meet once a month for 30-60 minutes. As a mentee, you are required to find a date and time that works for your mentor and prepare the agenda.

Initial Meeting:

Objective: Create goals for the mentoring relationship.

Proposed Agenda:

- Introductions (who are you, where do you work, what projects do you work on),
- Optional icebreaker questions,
- Set goals for what you are looking for from your mentor, be honest with what you need help with or what challenges you are facing. Set goals that are specific, measurable, attainable, relevant, and timely.
- Discuss the frequency of meetings, and ideal communication styles (emails, texting, phone calls, etc.)

Follow-Up Meetings:

Objective: Discuss progress on goals, new challenges, or feedback from the mentor.

Agenda Topics: Reflect on recent developments, discuss actionable steps, and seek guidance on ongoing issues.

Tips for Maintaining a Strong Mentorship Relationship:

1. **Communicate Regularly** - Ensure that you maintain open lines of communication, even between meetings. If something important comes up, send an email or a message to keep the mentor informed.
2. **Be Flexible** - Be accommodating of your mentor's schedule. If a meeting needs to be rescheduled, adapt and be understanding.
3. **Celebrate Wins** - Share your successes, both big and small, with your mentor. They will appreciate knowing that their guidance has had a positive impact.
4. **Be Honest** - If you're struggling or if a particular piece of advice didn't work out as planned, be open about it. Honest conversations build trust.
5. **End Gracefully** – If the mentorship concludes, express your gratitude, and keep the door open for future interactions.

If there are questions or concerns regarding the mentorship program, please contact Emma Schmidt at emma.schmidt@sickkids.ca.