

TRADOC Mentoring Program Roles

Role	Description
Mentee	<p><i>Do you want to be a mentee? If so, keep in mind that a Mentor is not a miracle worker. When you are paired with a mentor, you will have some responsibilities to ensure success. Here are some helpful suggestions on how to proceed in your role as a mentee:</i></p> <ul style="list-style-type: none"> • Take ownership and be proactive throughout the program • Prepare yourself for the whole process • Agree on goals for the program with the mentor • Gain feedback from others to define a practical development plan • Prepare for, and attend, meetings with your mentor • Act on agreed plans • Propose the meeting agenda for each meeting, ideally ahead of the meeting • Be open and honest; have a desire to learn • Reflect on your own performance and skills • Be prepared to explore ideas and new behaviors or approaches
Mentor	<p><i>Do you want to be a Mentor? If so, here are some helpful guidelines to embrace as you work through your journey with your mentee:</i></p> <ul style="list-style-type: none"> • Agree on goals for the program with the mentee • Prepare for and attend meetings with the mentee • Encourage the mentee to reflect and learn from their experiences • Share knowledge and experience to benefit the mentee • Help mentees think things through for themselves • Give constructive feedback • Act and follow up on commitments • Challenge the mentee to see new perspectives • May also include:- Share their network with the mentee- Involve their mentee in relevant events
Supervisor	<p>The Supervisor:</p> <ul style="list-style-type: none"> • Manages day to day performance including performance reviews • Identifies strengths and development needs • Provides on-going feedback on performance • Supports development activities for the mentee • Encourages mentee to invest time and effort in the mentoring process
Program Manager or HR Manager	<p>The Program Manager or HR Manager:</p> <ul style="list-style-type: none"> • Selects the mentor and mentee matches • Matches mentors and mentees effectively • Briefs everyone about roles and responsibilities • Ensures training is available for the mentor • Reviews progress and evaluate outcomes of the mentoring program • Provides support to the mentor and mentee as needed • Ensure mentees are prepared for mentoring