Tips for Protégés

For your first meeting:

• Communicate your goals for the Mentorship program with your mentor

• Enter the mentor-protégé relationship with a positive attitude – believe in achievement and have confidence in yourself

• Create an agenda with your mentor

• Demonstrate active listening – keep communication open, be an attentive, responsive listener. Ask questions and encourage the consideration of other opinions, be a stimulating responder

During the program:

• Invest time in learning about the mentor’s organization and their professional roles and responsibilities within the company

• Honour commitments made to the mentor and respect the basic privacy and confidentiality inherent in the communication that occurs within the relationship
  
  • In the event that you are unable to attend a scheduled appointment with your mentor, you must contact them as soon as the situation arises and re-schedule – missing an appointment with your mentor without informing them is unacceptable, and you could be terminated from the program if this happens

• Express your appreciation for your mentor’s time, information, counsel and sharing of opportunities with you

• Actively request information and counsel from the mentor on a periodic basis

• Accept that the relationship is temporary, but be alert for the possibility that it may continue for a longer time frame, this should be a mutual agreement as to how you wish to proceed

• Invite your mentor to a campus event or activity

• Take advantage of mid-term breaks, lunch breaks, and other windows of opportunity to meet with your mentor

• Dress professionally and appropriately for all meetings with your mentor
• **Keep a journal** about your experiences with the program and your mentor. The Employer Liaison will contact you at the end of month 2 and the end of month 4 to find out how the relationship is progressing, topics you’ve discussed and tasks you’ve completed.

• If you are having a difficult time connecting or scheduling with your mentor, let the Employer Liaison know, so he/she can help.

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**A Protégés Guide to Success**

The following is a brief explanation of your responsibilities, a few suggested activities, and a handbook for you to capture thoughts, ideas, and meeting notes. Although we remind you that as a protégé you are acting as an ambassador for the GSA of the University of Calgary, we also want to encourage you to have fun with the program and really get to know your mentor.

**Protégé Responsibilities**

• Commit to the program for the full 6 months (you must have at least 8 months left in your program prior to graduating)

• Attend the 10 - 15 minute orientation meeting with the Employer Liaison

• Make a minimum of six meetings with the mentor to ensure the program is beneficial for both parties

• Adhere to the GSA terms of agreement and code of ethical conduct

• Maintain integrity and keep all sensitive information confidential

• Be active in your role as a protégé – this entails asking questions, engaging your mentor in conversation, and attending agreed upon meetings on time and dressed appropriately

• Complete the 2-month and 4-month evaluations and the 6-month survey so the program can improve

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**Ethical Considerations for the Protégé**

All mentoring relationships should remain on a professional level and each party should abide by the mentor and protégé role as outlined in this document.

The relationship between mentor and protégé is a privilege. Proprietary information is confidential and protégés may be asked to sign a confidentiality agreement with their mentor.

Mentors and protégés should try to resolve problems in the mentoring relationship. If the problem cannot be resolved to the satisfaction of either party, the Employer Liaison will assist in trying to achieve a resolution.
Mentorship Agenda for Success

Sample Activities for Mentoring
Activities are designed to expose protégés to many different professional situations to help them gain a better understanding of the dynamics of the business community. The mentoring relationship is viewed as an educational experience. The following are suggestions for establishing a supportive relationship:

- Breakfast/lunch/dinner meetings
- Internal/external business meetings with colleagues
- Corporate social events such as company picnics, annual parties, meet with mentor’s colleagues, networking to build up contacts
- Involvement in corporate/civic volunteer programs
- Professional development seminars
- Industry association meetings and facility tours
- Mock interviews
- Incorporating your mentor into a class project