



# ROLES AND RESPONSIBILITIES

## MENTEE

There are six key stages to a mentorship relationship that occur before, during, and at the end of a mentorship program. Review your responsibilities as a mentee as you move through the six stages.



## STAGE 1: ASSESS READINESS

- Develop an understanding of the mentorship process
- Consider fit for mentorship
- Determine motives for engaging in mentorship

## STAGE 2: PREPARE

- Assess personal and professional skills and needs
- Engage in mentorship training
- Connect mentors and mentees

## STAGE 3: SET THE STAGE

- Define goals and outcomes
- Clarify mentor and mentee roles
- Develop a mentoring plan

## STAGE 4: DEVELOP TOGETHER

- Implement the mentoring plan
- Set up regular check-ins
- Reflect and assess on an ongoing basis

## STAGE 5: WRAP UP

- Assess goal achievement
- Share success with others
- Celebrate success and the mentorship experience

## STAGE 6: EVALUATE AND PLAN

- Evaluate mentorship effectiveness
- Plan next steps in career advancement



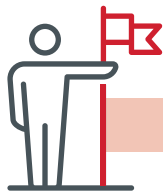
## BEFORE THE MENTORSHIP BEGINS...

- Learn about the program, and consider if mentorship is a good fit for you
- Engage in self-assessment activities to promote self-awareness
- Connect with your mentor(s)
- Learn strategies to optimize your time as a mentee (e.g. participate in training)



## DURING THE MENTORSHIP...

- Develop a common vision and set goals to achieve this vision
- Create a mentorship plan and clarify role expectations
- Check in regularly with your mentor; troubleshoot conflict or challenges
- Engage in ongoing reflection and self-assessment



## AFTER THE MENTORSHIP HAS ENDED...

- Assess goal attainment
- Share your experience with others
- Celebrate the mentorship experience
- Evaluate the mentorship program and relationship
- Plan next steps for career advancement
- Pay it forward

Visit the [Female Coach Mentorship Model webpage](#) for additional resources!

The Female Coach Mentorship Model was developed in partnership with Canadian Women & Sport.