

STRATEGIES TO BUILD MENTOR/MENTEE RELATIONSHIPS

WORKBOOK



NOTES



SECTION I: COMMUNICATION STYLES

COMMUNICATION STYLES

Check the box of your communication style, and take notes on the different styles.

<input type="checkbox"/> MOVER (ORANGE) <ul style="list-style-type: none">• Active• Straightforward <div></div>	<input type="checkbox"/> CONNECTOR (BLUE) <ul style="list-style-type: none">• Personal• Interactive <div></div>
<input type="checkbox"/> PLANNER (GOLD) <ul style="list-style-type: none">• Purposeful• Procedural <div></div>	<input type="checkbox"/> THINKER (GREEN) <ul style="list-style-type: none">• Objective• Strategic <div></div>

The background features three large, overlapping circles. Two are a solid light blue color, and one is a thin orange outline. They are positioned in the top-left, top-right, and bottom-right corners of the page.

SECTION 2: A GOOD MENTOR...

Helpful Ways to Communicate with a Mentee

Place a checkmark next to the helpful ways to communicate, and place an X next to the unhelpful ways to communicate.

☐

Suggestions

☐

Orders

☐

Frequent Communication

☐

Criticism

☐

Constructive Feedback

☐

Encouragement

☐

Vague Communication

**Fill in the
Blanks**

Fill in the blanks with the ways that you can provide a safe space for your mentee.

ANSWER:**ALLOW:****LISTEN:****KEEP:****COMMUNICATE:**

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SECTION 3: A GOOD MENTEE...

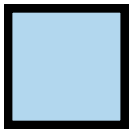
**Fill in the
Blanks**

Fill in the blanks with the ways that you can make a great first impression with your mentor.

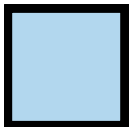
ASK:**OWN IT:****PREPARE:****KEEP:****RESPECT:**

The Do's and Don'ts of Friendly but Professional Workplace Interactions

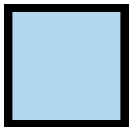
Place a checkmark next to the Do's, and place an X next to the Don'ts.



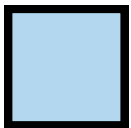
Express gratitude



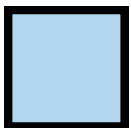
Keep your appointments



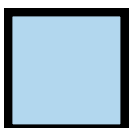
Talk about the work you are doing



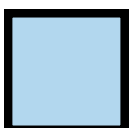
Gossip



Tell others what your mentor said



Vent about workplace frustrations



Vent about family frustrations