



**Making the
most of being
an IET mentor**



8 tips on how to be a great mentor

Before you meet with your mentee, it's worth thinking about how you can get off to a great start and develop a relationship that works for you both.

- One** Take an honest and open approach, so that you quickly build up trust.
- Two** Make the time to meet regularly with your mentee.
- Three** Be willing to give and receive constructive feedback.
- Four** Empathise with and reassure your mentee, so they gain the confidence to manage their own development.
- Five** Provide guidance and support but be mindful that you can't provide careers advice.
- Six** Find out what's important to your mentee and explore their skills, experience and aspirations.
- Seven** Keep your mentee's information confidential.
- Eight** Familiarise yourself with Career Manager, so that you can advise your mentee on using it.



Track your Continuing Professional Development (CPD)

Mentoring isn't just about seeing your mentee grow in experience, skills and confidence.



You too will develop your soft skills, knowledge of the profession and the Professional Registration process.

Record what you're learning for future reference, using our online tool Career Manager. Logging your CPD is also a great way to familiarise yourself with the Career Manager system.



Visit theiet.org/career-manager to log-in or create an account





Training

You'll receive full support, including training to prepare you for your role.

You'll need to repeat training every three years, and in the meantime, we'll keep you updated on any changes to the registration process and provide you with additional training if necessary.

Share your experience

Share your experiences with us, good or bad, so we can continue to improve our mentoring scheme.

Email mentoring@theiet.org



Get in touch

If you have any questions,
please feel free to contact us!

E mentoring@theiet.org

W theiet.org/mentoring-toolkit



Contact information

London, UK

T +44 (0)20 7344 8460

E faradaycentre@ietvenues.co.uk

Stevenage, UK

T +44 (0)1438 313311

E postmaster@theiet.org

Beijing, China*

T +86 10 6566 4687

E china@theiet.org

W theiet.org.cn

Hong Kong SAR

T +852 2521 2140

E infoAP@theiet.org

Bengaluru, India

T +91 80 4089 2222

E india@theiet.in

W theiet.in

New Jersey, USA

T +1 (732) 321 5575

E ietusa@theiet.org

W americas.theiet.org

@TheIET       theiet.org

The Institution of Engineering and Technology is registered as a Charity in England and Wales (No. 211014) and Scotland (No. SC038698). The Institution of Engineering and Technology, Futures Place, Kings Way, Stevenage, Hertfordshire SG1 2UA, United Kingdom.

*A subsidiary of IET Services Ltd.

