



The Institution of  
Engineering and Technology

# Making the most of mentoring



[theiet.org/mentoring](https://theiet.org/mentoring)



## 9 tips on making the most of your mentor

Before you meet with your mentor, it's worth thinking about how you can get off to a great start and draw on their experience and advice.

- One** Get in touch with your mentor – don't wait for them to contact you! You'll need to make contact within a week of being assigned a mentor, otherwise they may be reassigned.
- Two** Set up regular meetings, so you can build up a relationship and remain focused on your goals.
- Three** If you need to cancel, give plenty of notice.
- Four** Come prepared to your meetings, with an updated CV and Career Manager records. Also know what you want from the relationship – come with goals and questions.
- Five** Be willing to learn, and open to suggestions and new ideas.
- Six** Try brainstorming ideas with your mentor – and don't hold back, there are no bad ideas, only great possibilities!
- Seven** Be aware that your mentor can't make decisions for you.
- Eight** Act on what you say you're going to do. If you've acted on a piece of advice, let your mentor know how it's gone.
- Nine** Feed back to your mentor – show them that you're interested in learning from them and if something isn't working for you, let them know. You may also be able to help them with information and contacts, creating a mutually beneficial relationship which will last for as long as you need it.

# Keep track of your mentoring sessions

You can record and reflect on what you're learning in mentoring, using our online tool Career Manager.

As well as logging mentoring as Continuing Professional Development (CPD), you can apply for Professional Registration (or check whether you are ready for it) on Career Manager.

Visit [theiet.org/career-manager](https://theiet.org/career-manager) to log-in or create an account





## Use our Professional Development resources

Your mentor will help you to identify gaps in your skills and experience. Why not use your IET member benefits and resources to fill those gaps?

### Professional Registration Webinars

Our weekly webinars provide support for your journey towards Professional Registration.

[theiet.org/prof-reg-webinars](https://theiet.org/prof-reg-webinars)

### Soft skills webinars and e-classes

These give you training on the less technical aspects of your role, such as giving presentations, communicating effectively and running meetings.

[theiet.org/pd-courses](https://theiet.org/pd-courses)



# Share your experience

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

Email [mentoring@theiet.org](mailto:mentoring@theiet.org)



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