

IA Mentee Responsibilities

RESPONSIBILITY	RECOMMENDATION	TIPS
Respectfulness	Respect other's time by practicing punctuality.	<ul style="list-style-type: none"> Test your technology in advance to avoid problems or delays. Be ready on time for your scheduled meetings.
Coordination	Agree on a recurring time and place to make it easier for you and your mentor to coordinate your busy schedules.	<ul style="list-style-type: none"> Coordinate with your IA mentor on a mutually acceptable meeting method (Zoom, Microsoft Teams, etc.). Be clear and consistent in your communication to avoid confusion about where and how to meet. If you need to make changes to your agreed meeting, contact and confirm with your mentor at least 24 hours in advance.
Preparation	Send your mentor questions or material at least three days prior to the meeting to help them become familiar with you and your business.	<ul style="list-style-type: none"> Go into each meeting prepared to address the focus of each session. Get into a mentorship mindset by preparing yourself with valuable questions and be open to direct feedback.
Communication	Let your mentor know in advance if you need to cancel or reschedule a meeting.	<ul style="list-style-type: none"> Provide feedback on the mentorship. Complete a brief survey after the mentorship ends. This will help guide the program in the future.

PREPARATION TIP

Use this CLEAR methodology to get feedback on your session.

C - Concise & clear

L - Leverage evidence

E - Engaging

A - Aware of time

R - Really compelling & memorable

For more information about the IA Professional Mentor Program, visit www.irrigation.org/mentorprogram.