



# Mentees: Commencing Your Mentoring Journey

## Directions for Mentees:

To help you start your mentoring journey proactively and build connection with your mentor, we have provided the Capability Self-Assessment sheet below. We recommend that you review the listed capabilities before your first meeting so that you can come prepared for a meaningful discussion.

During your first meeting, work through the assessment together with your mentor, exploring the different elements of each capability. In discussion with your mentor, rate yourself from one (1) to five (5) on each capability.

Once you have completed your self-assessment, work with your mentor to select three (3) of the capabilities as targeted areas for growth and development on which you can focus throughout your mentoring journey.

Note: when rating yourself, consider your current professional capacity. When selecting growth areas based on your completed self-assessment, however, you may also want to keep your professional interests, aspirations and long-term goals in mind.

We recommend that you go through this assessment with your mentor in your first meeting to gain a well-rounded understanding of the different areas in which you might be able to grow, including specific skills upon which other solicitors in your practice area regularly rely. Your mentor is there to assist you in your professional growth and development, so make sure to utilise their expertise when completing this exercise.

We also recommend that you complete this same assessment again at the conclusion of the program in December. This provides an opportunity to reflect on the progress you have made and to discuss whether you might like to participate in the Mentoring Program again next year, including potentially registering as a mentor to pass on what you've gleaned this year to future participants!

## Pre-Mentoring Self-Assessment

Capability	Rating Scale
<b>Solicitor Skills</b> (i.e., client interviewing, plain English letter writing, document drafting, file note taking, negotiation skills, court etiquette, etc.)	1 2 3 4 5
<b>Work and Time Management</b> (i.e., productivity, technological proficiency, sustainable work styles, risk analysis, self-management, etc.)	1 2 3 4 5
<b>Problem Solving</b> (i.e., decision making, critical thinking, analysis, research skills, providing quality legal advice, generating solutions, strategic planning, etc.)	1 2 3 4 5
<b>Solicitor-Client Relationships</b> (i.e., trust-building skills, sensitive and considered responses, managing and honouring commitments, client satisfaction, etc.)	1 2 3 4 5
<b>Adaptive Mindset &amp; Resilience</b> (i.e., management of personal resources, openness to challenge and discussion, boundary setting, etc.)	1 2 3 4 5
<b>Communication (Solicitor-Client, Solicitor-Solicitor)</b> (i.e., clear and productive interactions, cross-cultural awareness, respectful assertiveness, client updating / advising skills, etc.)	1 2 3 4 5
<b>Collaboration</b> (i.e., working cooperatively, giving and receiving constructive feedback, confidentiality and respect, conflict resolution, interpersonal skills, etc.)	1 2 3 4 5
<b>Confidence &amp; Initiative Taking</b> (i.e., self-awareness, identifying needs and opportunities for improvement, management of insecurities, proactively contributing, raising ideas, etc.)	1 2 3 4 5
<b>Legal Knowledge</b> (i.e., ethical and professional responsibilities, trust and office accounting proficiency, specific practice area knowledge, etc.)	1 2 3 4 5
<b>Self-Awareness &amp; Insight</b> (i.e., self-reflective ability, emotional maturity, professional insight, conviction, motivation, personal values, etc.)	1 2 3 4 5
<b>Conflict Management &amp; Negotiation Skills</b> (i.e., respectful assertiveness and confrontation, active listening, ethical compromise, mediation skills, conflict de-escalation, etc.)	1 2 3 4 5

**Write down your three (3) capability growth areas here:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

To optimise the mentoring experience, it is important that both mentee and mentor have a shared understanding of the goals and purpose of the relationship.

While mentee development is a key focus, mentoring should be a mutually beneficial experience. Open and honest discussions about professional experiences, challenges and development goals play a significant role in building a successful mentoring partnership and supporting meaningful growth for both participants.

Below are some recommended questions to start the conversation and to encourage honest, proactive discussion about the growth areas, specific goals, and any potential challenges that may arise. These questions can be posed and answered by either party, and ideally both participants will have the opportunity to share their perspectives on each topic.

**Discussion Questions:**

- What does \_\_\_ mean to you professionally?
- What does doing \_\_\_ well look like to you?
- How will you know that you have improved in \_\_\_? What will be the observable and experiential indicators of development?

**OR**

- What areas of \_\_\_ will be most beneficial to focus on? How will these areas be developed? (Specify activities)
- What personal or professional experiences have contributed to your understanding of what “good” looks like in this \_\_\_ capability?
- What are potential challenges you think you might face when expanding your \_\_\_ capability?

## Post-Mentoring Self-Assessment

Competency	Rating Scale
<b>Solicitor Skills</b> (i.e., client interviewing, plain English letter writing, document drafting, file note taking, negotiation skills, court etiquette, etc.)	1 2 3 4 5
<b>Work and Time Management</b> (i.e., productivity, technological proficiency, sustainable work styles, risk analysis, self-management, etc.)	1 2 3 4 5
<b>Problem Solving</b> (i.e., decision making, critical thinking, analysis, research skills, providing quality legal advice, generating solutions, strategic planning, etc.)	1 2 3 4 5
<b>Solicitor-Client Relationships</b> (i.e., trust-building skills, sensitive and considered responses, managing and honouring commitments, client satisfaction, etc.)	1 2 3 4 5
<b>Adaptive Mindset &amp; Resilience</b> (i.e., management of personal resources, openness to challenge and discussion, boundary setting, etc.)	1 2 3 4 5
<b>Communication (Solicitor-Client, Solicitor-Solicitor)</b> (i.e., clear and productive interactions, cross-cultural awareness, respectful assertiveness, client updating / advising skills, etc.)	1 2 3 4 5
<b>Collaboration</b> (i.e., working cooperatively, giving and receiving constructive feedback, confidentiality and respect, conflict resolution, interpersonal skills, etc.)	1 2 3 4 5
<b>Confidence &amp; Initiative Taking</b> (i.e., self-awareness, identifying needs and opportunities for improvement, management of insecurities, proactively contributing, raising ideas, etc.)	1 2 3 4 5
<b>Legal Knowledge</b> (i.e., ethical and professional responsibilities, trust and office accounting proficiency, specific practice area knowledge, etc.)	1 2 3 4 5
<b>Self-Awareness &amp; Insight</b> (i.e., self-reflective ability, emotional maturity, professional insight, conviction, motivation, personal values, etc.)	1 2 3 4 5
<b>Conflict Management &amp; Negotiation Skills</b> (i.e., respectful assertiveness and confrontation, active listening, ethical compromise, mediation skills, conflict de-escalation, etc.)	1 2 3 4 5