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# Catalyst Quick Tips

## Getting the Most from Your Mentor

Catalyst Quick Tips enable managers to access and share career advice and information to support a diverse workplace.

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It takes practice to get the most out of your mentoring experience.

Brush up on the following "Do's" and "Don'ts."

**Do:**

- Demonstrate your openness to coaching and feedback.
- Listen carefully to your mentor's advice and incorporate those insights that make sense for your career.
- Ask a lot of questions.
- Exceed performance expectations.
- Inform your mentor of significant career accomplishments and failures.
- Share with your mentor the advice that made the most difference for you, and why.
- Give back to your mentor—be loyal.

**Don't:**

- Act defensive when receiving advice.
- Expect a promotion or other reward as the result of a mentoring program.
- Feel "entitled" to your mentor's time and attention.
- Be judgmental about your mentor's experiences or choices.
- Breach a confidence.

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Available at [www.catalystwomen.org](http://www.catalystwomen.org)