

FAIRVIEW'S MENTORING PROGRAM

MENTEE OFF-BOARDING GUIDE

I've Achieved My Goal – Now What?

Congratulations on completing Fairview's Mentoring Program! The last mentoring meeting provides a crucial opportunity for the mentee to express gratitude to their mentor for volunteering their time.

Please use this guide to help you prepare for ending your relationship with your mentor.

ENDING THE MENTORING RELATIONSHIP

Best Practices for the Mentee

Ending the Relationship	<p>When you achieved your goal(s) and/or have met the 6-month timeframe, plan to spend 5-10 minutes at the end of your next session talking about ending the relationship.</p> <ul style="list-style-type: none">• Tell your mentor in person that you are ready to end the formal relationship, because you feel you have met your goal(s) and/or the 6-month timeframe is coming to a close.• Sometimes, life events prevent mentees from completing a mentoring relationship. If this is the case, let your mentor know this.• Ensure you have a final meeting set to spend time reflecting on the relationship.
What to Say	<p>Talking points to consider using when ending the relationship:</p> <ul style="list-style-type: none">• <i>Share their impact:</i> Share with your mentor what you have learned during the course of the relationship and how these skills will help you in the future.• <i>Return the favor:</i> Offer any assistance your mentor might need in the future so you can return the kindness and help you have been given.• <i>Thank your mentor for his/her time!</i> They took time to help you develop and Become Better Every Day, so make sure you acknowledge that and thank them!
What to Do	<p>Follow-Up after Final Meeting:</p> <ul style="list-style-type: none">• A handwritten or HEARTbeat thank-you card is always a nice touch. It is a way to follow-up from your last meeting, while acknowledging your mentor's time and support.

Pay it Forward!

Now that you have completed the mentor program as a mentee, it is a great time to consider becoming a mentor yourself (or finding another way to help others develop their skills)! This is an excellent way to pay your experience forward!