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Future Female
Innovators In STEAM



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Establishing Clear roles and expectations

This activity helps you and your mentees define your roles and set clear expectations in your mentoring relationship. By identifying what mentors and mentees should do, you'll create a shared understanding and avoid confusion later on.

Process

1. Define Mentor and Mentee roles (10-15 min)

- Divide into small groups (or reflect individually).
- Brainstorm a list of mentor responsibilities (e.g., providing guidance, offering resources).
- Brainstorm a list of mentee responsibilities (e.g., being proactive, communicating needs).
- Write ideas on post-its and place them on a whiteboard or large paper.
- *Alone: List mentor and mentee roles based on your experience. Compare your list with best practices or mentoring guidelines.*

2. Compare and align expectations (5-10 min)

- Each group presents their lists.
- Identify common themes and key differences.
- Work together to agree on a group contract with shared mentor-mentee expectations.
- *Alone: Draft a short mentoring agreement for yourself, setting clear boundaries and expectations to communicate with your mentee.*

3. Practice setting boundaries (10 min)

- **Role-play scenario:** A mentee asks for a favour that crosses professional boundaries (e.g., a job recommendation for a position they are not qualified for).
- One person plays the mentor, one plays the mentee, and they practice how to politely set limits.
- Switch roles to explore different approaches.
- *Alone: Write down how you would professionally respond to a boundary-crossing request, and practice saying it out loud.*

Roles and Boundaries quiz:

- On a scale of 1-5, how comfortable are you with setting boundaries in professional relationships?
- Describe a time when you felt your boundaries were respected or crossed. How did it impact you?

Reflection and discussion

- In pairs or groups: Discuss answers to identify patterns and areas for improvement.
- Individually: Journal reflections on how to improve boundary-setting skills.



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