



## Activity: Expressing Communication Needs and Expectations

Communication is key in order to establish a mutual understanding of how the mentorship will function. Each individual may have different ways of communicating their needs. Use the chart below as a guide to reach mutual understandings for how the pair will communicate during the mentoring project.

**Purpose:** This activity will reveal similarities and differences in communication styles and preferences between the mentoring pair. It will encourage collaboration to promote mutual understandings of how the pair will communicate with one another throughout the project.

**Time:** 40 minutes (10 minutes for the Mentee to reflect individually, 10 minutes for the Mentor to reflect individually, and 20 minutes for comparing as a team)

**Materials:** [Table: Expressing Communication Needs and Expectations](#), writing utensil

**Who:** Mentor & Mentee

### What:

1. The mentee will fill in the “Personal Preferences” column of the table in the rows labeled “Mentee” with how they prefer to handle the different types of communication.
2. The mentor will then fill in the “Personal Preferences” column of the table in the rows labeled “Mentor” with how they prefer to handle the different types of communication.
3. Next, the pair will come together to compare their personal preferences. What answers are similar? What answers are different?
4. The pair will then fill out the “Pair Expectations” column together. This will guide how they will approach each type of communication in their partnership. The pair should use their personal preferences and their conversation in step 3 as a guide to come up with these expectations.

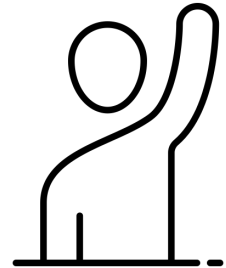
### Tips:

- The sections entitled “Other” are available as spaces in which communication topics not listed but important to the participants can be articulated

### Variations:

- The mentoring pair could also fill the chart out separately outside of a meeting, and come together in an early meeting to discuss and set expectations.

**Link to Materials:** [Table: Expressing Communication Needs and Expectations](#)  
(<https://tinyurl.com/TableCommunicationStyle>)



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**COMMUNICATION STYLE**

<b>COMMUNICATION TOPIC</b>	<b>PERSONAL PREFERENCES</b>	<b>SHARED EXPECTATIONS</b>
Email (Mentee)		
Email (Mentor)		
Face-to-Face (Mentee)		
Face-to-Face (Mentor)		
Project Progress Updates (Mentee)		
Project Progress Updates (Mentor)		
Problem Solving (Mentee)		
Problem Solving (Mentor)		
Conflict Resolution (Mentee)		
Conflict Resolution (Mentor)		
Sharing Success (Mentee)		
Sharing Success (Mentor)		
Confidentiality (Mentee)		
Confidentiality (Mentor)		
Other (Mentee)		
Other (Mentor)		

