

Table: Expressing Communication Needs and Expectations

This activity will reveal similarities and differences in communication styles and preferences between a mentoring pair. It will help to establish communication norms to make communication between the pair more efficient. Fill in the following table, first individually, and then as a pair to establish expectations.

INSTRUCTIONS

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

COMMUNICATION STYLE

COMMUNICATION TOPIC	PERSONAL PREFERENCES	SHARED EXPECTATIONS
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)		