



The African
Academy of Sciences

Mentees' Guide

As a mentee, approach a mentoring relationship with a clear sense of your overall professional development plan and ready to receive guidance from a mentor on how achieve specific career goals.

You will be responsible for structuring the relationship with your mentor, updating them on progress made in achieving the mentoring goals, listening to their advice, and being open-minded about suggestions they make.

Mentors are not there to solve your problems; they provide guidance and support. They too can, and will, learn from you in the course of the mentoring relationship. As such, it is important that you manage your expectations and adjust these when certain mentoring needs are not met in a mentoring relationship.

Upon enrolment, you will be required to undertake mandatory online training equipping you for an effective mentorship. Additional resources will also be provided for this purpose.

Some of the areas (and not limited to these) that you might ask for support and guidance from a mentor include core research and development activities (discovery, development, and delivery); critical thinking and setting research objectives; research design and methodology; translational science pathways; regulatory affairs; strategy development (personal and project based); project management skills (budgeting, setting milestones, & resource needs); leadership and ethics; and soft skills development (writing, presentation, and negotiations); among many others.

Matching

You will be paired with a mentor based on your priority mentoring needs and on the strengths of the available mentors. A matching matrix will ensure that the matching accounts for (among other things) the synergy between

the mentor's strengths and your mentoring needs; shared interests; and alignment of purpose in terms of professional development.

Other considerations to be made will include stated preferences for gender, parental status, working languages, and field of expertise.

Mentoring Agreement

On your first meeting with the mentor, you are encouraged to discuss and agree on the mentoring goals, modes of communication, and the timeframe for the mentoring relationship. These will be recorded in the Mentoring Agreement, signed by both parties, and shared with the Mentoring Coordinator.

Mentor-Mentee Meetings

This being a virtual mentorship scheme, you will agree on the most suitable channels for your regular communication such as emails, calls, video conferencing, etc. An annual mentorship retreat for mentors and mentees will incorporate other mentoring options such as peer mentoring, mentoring circles, coaching and masterclasses.

Mentoring Timeframe

For our learning and evaluation purposes, we shall track the mentoring relationship from the sixth month for up to two years. After this, you may choose to either continue with the relationship on an informal basis or transition to mentor another scientist.

Transitioning from a mentoring relationship

You have the liberty to end the relationship once the mentoring goals have been met or when you feel the relationship is not benefitting both parties. A transition may also occur when one of you decides to change their mentoring goals. Under such circumstances, agree with your mentor, inform the Mentoring Coordinator and participate in an evaluation of their mentoring relationship.

Evaluating The AAS Mentorship Scheme

You will assess the progress of your mentoring relationship and report to the Mentoring Coordinators every six months. Internal and external evaluation of the mentoring scheme will be conducted each year.

Contact person

In case of any questions or concerns with the mentoring relationship, the first point of contact will be the Mentoring Coordinators at The AAS via mentoring@aasciences.ac.ke.

Mentees Do's and Don'ts

DO'S	DON'TS
<ol style="list-style-type: none"> 1. LISTEN 2. Take a proactive role in structuring the mentoring relationship. 3. Have clarity in your mentoring needs and communicate these to your mentor at your first meeting. 4. Balance a personal and professional relationship with your mentor. 5. Keep all scheduled appointments with your mentor. 6. To put the time with your mentor to its best use, share the agenda for each meeting three days ahead of time. 7. Respond in a timely manner to your mentor's feedback. Respond to emails from your mentor within three days of receipt. 8. Be open and honest with your mentor about your challenges and weaknesses. 9. Always set a date for the next meeting at your last meeting, with specific milestones to be achieved by then. 10. If something concerning the mentor needs to be discussed with others, it should first be discussed within the context of the mentoring relationship. 11. Notify your mentor when you expect to be on break for a longer period. 12. Discuss with your mentor on transitioning from the relationship if it's no longer working for you. 	<ol style="list-style-type: none"> 1. Expect the mentor to have all the answers. 2. Blame the mentor if their advice does not work out. 3. Commit yourself to obligations you cannot keep 4. Cancel meetings/ visits with your mentor at the last minute.

Visit <https://www.aasciences.ac.ke/mentorship-scheme> to find out more
or email mentoring@aasciences.ac.ke

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