



## What is mentoring?

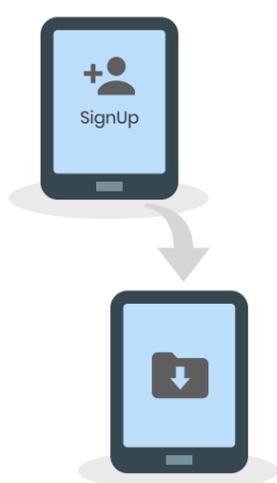
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- Sharing knowledge, experience and wisdom.
- Giving tips and ideas.
- Asking learning questions – guiding your mentee.
- A balance between nurturing your mentee and stretching them to develop new skills.

## What are the benefits of being a mentor?

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- Developing new skills – mentoring skills applicable to leadership.
- Enhancing existing skills.
- It feels great to see someone grow and succeed under your guidance.
- You learn from their journey – new approaches.

## What is the relationship between mentor and mentee?

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- Mentee needs to set the agenda and drive the process.
- Mentoring is a partnership.
- Responsibility for the success of the process lies with the mentee.
- Mentors hold the mentee to account.

## What does it take to be a great mentor?

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- Champion your mentee – see them as capable, great and relate to their highest self.
- Always keep your word and appointments.
- Be empathetic but hold them to account.
- Know your own strengths and limits.
- They do the work, you support their growth.
- Share your experiences and give them space to make mistakes but also be committed to their success and greatness.
- Frame feedback only in the positive to encourage learning.
- Be aware that trust needs to build and may take time.
- Ensure there is sufficient time for the outcomes to be achieved. That outcomes set are realistic.
- Always be appropriate in the relationship – respectful and mindful of the hierarchical differences. You have the power in this relationship. Use it wisely and always act within professional boundaries.



## How can mentors build trust in the relationship?

- Confidentiality – Never divulge anything without specific approval from your mentee.
- Set expectations from the beginning.
- Respect the relationship – respectful behaviour ensures the wholeness and workability of the partnership.
- Behave ethically and professionally at all times.



## How can I communicate effectively with my mentor/mentee?

- The meaning of communication is the response you get. Be mindful of what you are trying to communicate, the response you are likely to get and how it will affect the person with whom you are communicating.
- Respectfully and meaningfully.
- Listen well.



## How do we structure our mentoring sessions?

- Find what works best for you and your mentee. You can have face-to-face meetings, phone calls, Skype, email. There is no right or wrong way.
- Reporting structure – you need to sort this out at the start. Recommend that confidentiality is maintained and the report focuses on benefits seen in actions and results versus discussing actual content and focus of sessions.
- Ensure the mentee has sent questions or any problems via email 24 hours ahead of catch ups, if possible, to allow you to prepare.
- Session structure – allow the conversation to flow naturally. Something may arise in the conversation that takes priority so let it. Do not try to use the structure as absolute, but as more of a guide.



## What does it take to be a great mentee?

- Be proactive – this is your mentoring session. You run it. Your mentor can observe and help you with something you may have missed. Ultimately, you are the one who makes it all happen.
- Be clear in your purpose about what you want to get out of the mentoring.
- Establish clear and open lines of communication from the very beginning, establishing a process that works for both you and your mentor. Communicate if there are any concerns so that they can be rectified.
- Build a relationship of integrity versus sincerity. Integrity is doing what you promise you will do by when you will do it. Sincerity is trying hard with no result.
- Respect the relationship – behaviour ensures the wholeness and workability of the partnership. Your mentor is generously giving of their time free of charge so please ensure you respect this.

