

Mentoring Resources For Mentees



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Mentoring

Mentoring is a tried and tested format to support and enable professional development. The process usually involves an experienced person mentoring someone with less experience in a particular field. It is a two way relationship and can be highly structured or less formal according to the preferences and commitments of the people it involves.

The benefits of mentoring for the mentee include:

- Improved knowledge and skills
- Greater confidence, commitment and motivation
- Improved performance and productivity
- Enhanced career opportunity

What is a Mentor?

A mentor is someone who is:

- Knowledgeable and experienced
- Capable of establishing a relationship of mutual trust
- Willing to share knowledge and experience
- Highly respected
- Focused on development and progress

The role of the mentor is to:

- Assist the mentee in the setting of goals
- Listen and act as a sounding board
- Inspire and challenge the mentee
- Offer access to others
- Actively seek opportunities to develop the mentee
- Teach, influence and coach

The best mentors:

- Have been mentored
- Have a good reputation for developing others
- Have the time and aptitude to build relationships
- Are competent in the skills of coaching, facilitation and networking
- Are willing to help others

How to Be a Good Mentee

A successful mentoring relationship works both ways and requires:

Respect: Mutual respect is the starting and sustaining aspect of a successful mentoring relationship. Professional and personal appreciation of one another is core to enhancing learning and development.

Responsiveness: Your willingness to learn from your mentor and your mentor's willingness to respond to your development needs are important for successful collaboration.

Accountability: Once you and your mentor establish mutually held goals and expectations, keeping your agreements strengthens trust and helps maintain a positive relationship.

Guidelines for Mentees

The Meeting

- Prioritise mentoring meetings
- Be prepared
- Be punctual
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The Relationship

- Build rapport with your mentor
- Maintain open and honest communications
- Demonstrate active listening
- Ask useful and searching questions
- Show interest and respect
- Recognise your mentor's job challenges and pressures
- Keep confidentiality

Your Development

- Review progress
- Undertake problem solving
- Build on your strengths
- Address areas for development
- Set targets and actions to achieve them
- Take responsibility for your own development
- Be receptive to new ideas, perspectives and challenges

The Mentoring Relationship

A successful mentoring relationship involves clear phases:

Mentoring Phases	Phases Defined
Contracting	Mentor and Mentee discuss and agree: • Expectations for the relationship • Priorities for discussion • Who will take responsibility for different aspects • The level of formality • The limits to confidentiality • An open feedback process • The role of others in the mentoring process – line manager • How to review the mentoring relationship
New Understanding	The Mentee will be able to use the mentoring relationship to: • Identify their strengths and weaknesses • Share experiences • Receive advice and constructive feedback • Establish priorities and development needs • Receive support and guidance
Action Planning	The Mentee will have a clear focus on personal development by: • Evaluating options for action • Considering new perspectives and ways of thinking • Making decisions • Finding solutions to problems • Negotiating and agreeing action plans • Monitoring and measuring progress • Evaluating outcomes

Mentoring Tools – Action Planning Form

As a result of a Mentoring meeting held on:

Mentee will:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Mentor will:

- 1.
- 2.
- 3.
- 4.
- 5.

Mentoring Tools – Guidelines for the First Meeting

Objective: To get to know the person and form a professional relationship

Actions	Notes
Plan the meeting with enough time to prepare	
Schedule a neutral place away from distraction	
Build rapport – take the meeting at a slow to steady pace	
Ask questions – get to understand the real issues or motivations	
Open up several areas of interest – don't get drawn into the first area of interest	
Be aware of your listening skills and body language	
Keep accurate, professional notes of key points	
Agree the relevant actions and commitments that are going to be undertaken	
Agree the time and date of the next meeting	
Review your contribution	

Mentoring Tools – Needs Defined

Specifics	Notes
Give me specific “how-to” methods of achieving results	
Show me how to apply different planning methods	
Help me organise my time and plan my day effectively	
Give me ideas on how to be more effective in a specific area of my work	
Demonstrate how to approach things differently	
Teach me think how to think creatively	
Teach me to handle difficult people/situations	
Help me to expand my network of contacts	
Focus on my activity not my results	
Give me honest and immediate feedback	
Help me to resolve issues	
Give me one to one time weekly/monthly	
Help me to understand and use systems	
Keep a record of my performance for feedback	
Listen to my concerns without providing comment or criticism	
Identify and help me with a development plan	

Mentoring Tools – Mentoring Preparation Sheet

Initial Meeting Preparation Sheet
Expectations of mentoring
Mentoring goals
First Meeting
Get to know each other: ● exchange information, hopes and concerns ● establish mentoring contract ● discuss and agree goals
Actions required
Issues for next session

Mentoring Tools – Meeting Notes

Meeting Notes	
Issues to raise	Date of next meeting
Summary	
Learning achieved	
Actions agreed	
Issues for next session	
How well did the meeting run?	

Mentoring Tools – Mentoring Check-list

It may be useful for both parties to complete this after every meeting. Tick a column for each item to indicate whether or not this stage in the mentoring relationship has been reached

Rapport building	Strongly Agree	Agree	Disagree	Strongly Disagree
We have established a good understanding of each other				
I feel relaxed in our meetings				
We understand and respect each other's feelings and opinions				
We respect the confidences we share				
I feel confident in the relationship				

Direction Setting	Strongly agree	Agree	Disagree	Strongly Disagree
We have established clear goals for the relationship				
We have agreed the objectives, a broad route towards them and ways to measure progress				
We are beginning to surface differences of opinion and to work through them constructively				
The mentee feels comfortable to challenge the mentor				

Mentoring Tools – Mentoring Checklist (continued)

Progress making	Strongly agree	Agree	Disagree	Strongly Disagree
The agenda for our meetings is being set increasingly by the mentee				
Responsibility for managing the relationship is resting increasingly with the mentee				
We have shared our honest feelings and constructive feedback about progress				
We have celebrated achievement of goals and milestones				
We have a positive, supportive, nurturing relationship				
The mentee is now much more confident to cope with new or demanding situations				

Closedown	Strongly agree	Agree	Disagree	Strongly Disagree
We have largely achieved all the goals we set for our relationship				
The mentee can now tackle most situations confidently without the mentor's help				
We feel the mentee has reached self-sufficiency				
We are in danger of becoming dependent on each other for advice and support				
We have become firm friends at a professional level				