MENTORING CHEAT SHEET

Ground Rules

• Set the expectations and boundaries of the relationship at the start
• Active participation by both mentor and mentee
• Time & energy commitment by mentor and mentee
• Do not confuse mentor and line manager responsibilities
• Respect each other’s differences and learn from them
• Maintain privacy & confidentiality of conversations and notes taken at meetings
• Be willing to discuss failures and successes
• Provide honest feedback
• Provide input to assess and improve the mentoring program
• Identify when it’s time to end the relationship

Suggested Framework

• Agree level and type of access participant will have with mentor e.g Adhoc, By e-mail, telephone, face to face?
• Agree which subjects are outside responsibility of mentor
• Agree that it is the mentee’s responsibility to make the most of the time spent with the mentor
• Agree that mentee should drive the agenda, provide a list of what has been agreed and send a copy to mentor
• Agree to put the date of next meeting in diaries at end of present meeting
• Determine the mentee’s needs
• Set up a process for progressing the mentee’s issues
• Agree a way of measuring progress
• Establish a means for reviewing progress and adapting the process in light of review
• Identify new ways of working that are required
• Examine development needs in greater depth
MENTORING CHEAT SHEET

Role of the Mentee

✓ Drive the relationship!
✓ Shape the overall agenda for the relationship - know what you want
✓ Be accountable for scheduling meetings with mentor
✓ Identify professional development goals, priorities, and career interests
✓ Establish priority issues for action or support
✓ Exhibit a desire to improve in a certain area or learn a new skill
✓ Do the necessary pre-work for mentoring conversations
✓ Track development progress
✓ Demonstrate application of learning obtained through the relationship
✓ Listen actively
✓ Follow up on action items identified during development conversations
✓ Solicit feedback from your mentor
✓ Demonstrate a genuine interest in being helped by mentor

Role of Mentor

✓ Provide guidance based on past business experiences and share stories
✓ Lead mentee through problem solving process and help identify barriers, solutions
✓ Empower mentee to handle problems independently
✓ Help mentee develop innovative and independent thinking
✓ Provide constructive feedback in a supportive way
✓ Acting as a source of information and encouragement
✓ Solicit feedback from mentee
✓ Come prepared to each meeting to discuss issues
✓ Coach mentee to see other opportunities/ solutions