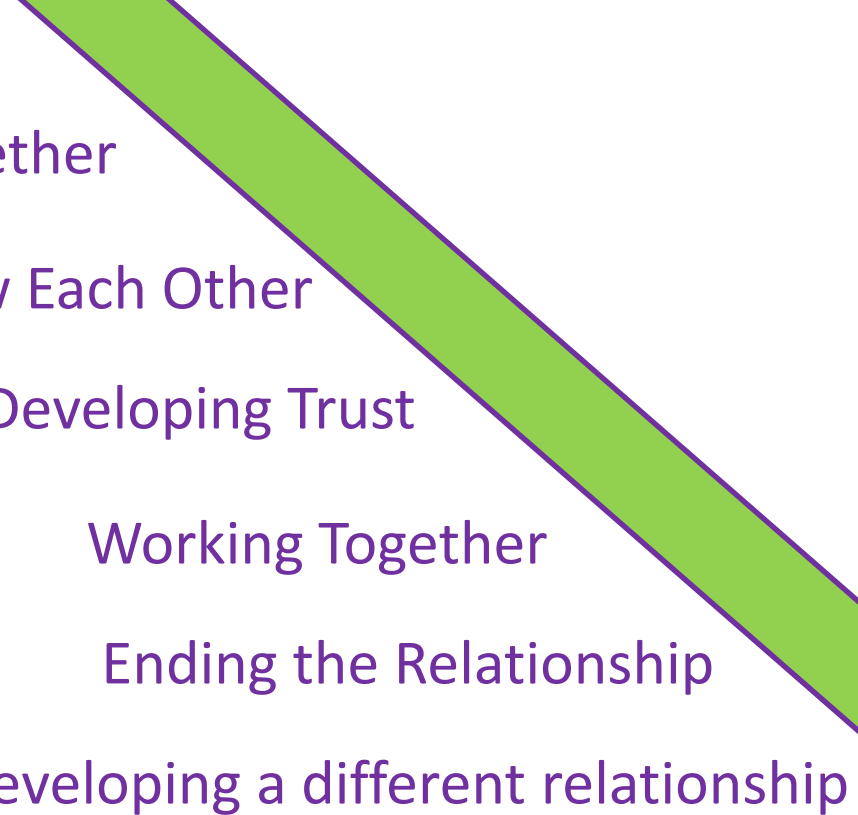


Mentoring Life Cycle



Searching

Getting Together

Getting to Know Each Other

Developing Trust

Working Together

Ending the Relationship

Parting or Developing a different relationship

Mentor's Role

- Sitting in a relaxed manner in comfortable surroundings
- Privacy
- Asking open questions and listening carefully to the responses
- Being prepared, on occasion to talk openly about yourself
- Reviewing the ground rules and nature of the relationship as required
- Be social, meet over a tea or coffee

Mentee's Role

- The must be happy to talk about themselves
- They should listen and ask questions
- View the first meeting as a 'social' event which builds a longer term learning relationship
- Be happy to establish an agenda before each meeting and follow ground rules
- Review the relationship when needed

Mentee Needs

Often

- Be managed, passive
- Be given career opportunities on a plate
- Be given answers to problems
- Be told what to do
- Have any easy ride
- Receive favours
- Gossip whinge
- End mentoring after a problem has been solved

Correct

- Be challenged
- Open up & be honest
- Learning through discussion
- Learning from example & mistakes
- Receive support, feedback and advice
- Become more self aware
- Self confidence
- Sharing critical knowledge

Ground Rules

- Confidentiality – agree the boundaries?
- Time Commitment – how much and how often?
- Location – where are you going to meet?
- Recording Meetings – will you and how?

Planning the First Meeting

- Preparation

- Have an agenda, think about nature of mentoring, the process and outcomes

- Getting to Know Each Other

- It is the basis of trust and working together. Share past experiences

- Time

- Your relationship will change over time. You will notice that discussion topics widen and deepen as trust grows

- Difficulties

- Be honest and open. Ensure others know about your mentoring relationship

E - Mentoring

You must make the first contact face to face

- You should plan to meet so often face to face
- Use same ground rules as face to face meeting
- Agree time scales to respond to phone calls and emails
- Always seek clarification to avoid misunderstandings
- They are positive to e-mentoring

What Do You Talk About?

- The mentee's work-related issues
- The mentor's work-related issues
- Career development
- Leadership issues
- Training & Development
- Problem's & challenges
- Issues with 'difficult' people
- Performance issues
- Time management
- Personal issues
- Domestic issues

Maintaining The Partnership

You need to develop a climate between you that is **relaxed, open and encouraging**

This will be influenced by

- The relationship you have previously established
- The level of priority you give to mentoring

Your Relationship

Open

Closed

Public

Private

Formal

Informal

Active

Passive

Stable

Unstable