

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 dairies 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

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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