

What is a mentor?

*“an experienced and trusted adviser”*

*“Mentoring is a relationship between two people with the goal of professional and personal development. The ‘mentor’ is usually an experienced individual who shares knowledge, experience, and advice with a less experienced person, or ‘mentee’.”*

Who can be a mentor?

You!

The following sets out what should be considered **prior** to taking on a mentoring role:

- Ensure you understand the area of expertise the mentee requires. Are you the right person? Have you ascertained what he or she needs? Ask for more information if it is unclear.
- Are you and your mentee clear about what help you can and cannot offer? The role of a mentor is to advise, but not instruct. You will not undertake any work associated with the Project. You can direct to sources of information that **may** be of use.
- A good mentor will have good communication skills, be able to put the candidate at ease. You will have good feedback skills and be able to actively listen.
- Consider what it is you are being asked to do. Are you clear about the kind of commitment that the mentee is asking for?
- You will establish your preferred method of communication. This must fit in with your work pattern.
- How do you and your mentee define confidentiality? Your mentee should be able to expect discretion, and should be clear that your mentoring relationship takes place outside of his or her line-management relationship. However, your mentee should also understand that there are certain very serious issues and situations that you should not be (and are not) expected to keep confidential. While it is unlikely that such a situation would arise, it may be worth emphasising that your mentee can speak to you in confidence, rather than confidentially.

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The following sets out what should happen **during** the mentoring period:

- Meetings with the mentee will be set up by them and will determine what they want to discuss.
- Encourage the mentee to utilise the communication method they are most comfortable with. It is important that you have an easy relationship with them to enable them to have useful discussions on their project. Be aware that some mentees may find the prospect of asking for time and determining the topic of discussion daunting.
- Remember that the mentee can seek advice but may not take it. The object of this assessment is that they will make their own decisions.
- It may be useful to record what is discussed during your meetings (or queries on the phone or via email) as well as any areas that the mentee will be looking at after each session. This helps you with any future discussions.
- It is ok to give an opinion that includes 'No'. However, you might suggest other ways that you could help them to achieve their goals.
- It is important that you understand the limits of your experience. Avoid offering advice in areas or on issues that you are not qualified to advise on.
- Remember, acting as a mentee can also be used as part of your own personal development plan and CPPD. Record the time spent with the mentee.

The Candidate Progress Log can be found on the next page. Ensure that this is included within the candidate's project submission.

## Candidate progression log

Please complete this log and information sheet throughout the duration of the project.

Candidate No*			
Mentor name		Preferred method of contact: (tel/email - enter information)	
Initial meeting date		Duration	
Mid-point meeting date		Duration	
Final meeting		Duration	

\* Do not enter candidate name

The following sections should be completed after each meeting between mentor and mentee.

Initial meeting – discussion points for moving forward
Any concerns (if applicable)
Mentee signature: Mentor signature

Mid-point meeting – reflections current progress
Summarisation of discussion
Any concerns (if applicable)
Mentee signature: Mentor signature

Final meeting – reflections current progress
Summarisation of discussion
Any concerns (if applicable)
Mentee signature: Mentor signature