

Mentoring Quick Reference Guide

for Mentors

1 Preparing

This section sets out a guide for what you need to think about in order to prepare for your mentoring session. The following questions will help you prepare to mentor someone. Not all questions will be useful, simply answer those which feel most relevant or helpful. Writing by hand is best, as this helps you to reflect and gain insight. Consider keeping a journal to capture your own learning!

✓ Questions

1. How much do I need to know about my mentee's situation and circumstance?
2. What understanding do they need of mine?
3. What is the broader context for this, e.g. who else needs to be involved, are there stakeholders, etc.?
4. What are my practical considerations? e.g. time, location, medium of communication etc.
5. What sense of purpose do I have for mentoring someone? e.g. why am I doing this?
6. What are my potential barriers to being an effective mentor? (and how will I overcome them?)
7. What boundaries might I want to put around this relationship e.g. my level of involvement, type of assistance I can offer, etc.?

2 First Session

This section suggests some questions to help you to lead the initial session.

✓ Introductions

Mentor
Personal facts (family, partner's name, education, interests, etc.)
Professional facts (role, previous occupations, key areas of experience and ability).
Anything else that seems relevant.

Mentee
Personal facts (age, family, partner's name, education, interests, etc.).
Professional facts (career aspirations, areas of experience and ability).
Anything else that seems relevant.

Highlight areas of connection/crossover
Where are the similarities or connections (personal and professional)?

✓ Working together

Agree the best way to work together practically
Duration of support (this is a six month programme – there may be some scope to informally extend the duration – this can be agreed prior to the end of the programme).
Methods of contact (face to face, telephone or Skype), e-mail schedule and frequency of contact.
How you want to review progress of the mentoring, exchange feedback etc.

Identify the mentee’s (known) areas of required assistance/support
What do you want to gain from mentoring?
Which topics are you interested in developing more awareness or ability?
What personal or professional goals are you aware of?

Discuss the mentor’s potential to offer support in the previous areas
Here’s where I might be able to help (or here’s where the connections seem to be).
Here’s how I might be able to help (by sharing experience, knowledge, advice or even assistance).
Here’s what is less likely, or less obvious as where I might be able to help, because I don’t have obvious experience or knowledge, or I’m less comfortable, etc.

Agreements, way forward
What next, e.g. when and how shall we meet?
What needs to happen between this conversation and that one?
What else would you like to ask?

3 Reflection

This section provides an outline for reflecting on the meetings and suggests some questions to help you to reflect on the experience. This should, ideally, happen soon after every meeting.

✓ Questions

What went well in that session?
How did I contribute or affect that?
How can I build on that going forward?
What went less well?
How did I contribute or affect that?
How can I improve or support this going forward?
As a mentor, how can I be even more effective?
What could I
 do more of/less of
 Make more important
Do I need to shift my focus or intention
What would make the biggest difference to the effectiveness of these mentoring sessions?
How can I affect that? e.g. what offers or requests can I make?
Giving marks out of ten - how would I rate the session overall?