



### Undertaking mentoring

- Mentoring works best if voluntary, for both the mentor and the person being mentored (the mentoree).
- Mentoring works best when there is a level of choice available to both mentor and mentoree.
- Mentoring works best if all members of a group or staff undertake the exercise of mentoring in some form.
- Mentoring is best limited to a particular period of time or for a particular event.
- Mentoring needs resources – the main resource is time, but can also include a quiet space in which to talk, and tea or coffee and biscuits.
- Expectations of both parties need to be made clear very early in the process.
- Mentoring needs to have a two-way component, ie benefits for the mentor as well as the mentoree. For the mentor this might be skills building and feedback on listening skills.
- Mentoring is not a substitute or another name for other staff development, eg a renewal program, supervision, line management or performance management.

### The initial conversation

The initial conversation between people is important. Think about covering the following:

1. Your (both mentor and mentoree) purpose for undertaking mentoring.
2. How to handle conflict or disagreement.
3. A meeting schedule.
4. A small standard agenda for each meeting.
5. Air time.
6. Resolution and action.
7. Recording.
8. Discussion topics.
9. Communication and cancellation procedures.
10. The skills and/or experience of the mentoree.
11. The skills and/or experience of the mentor.
12. The resolution/celebration of the mentoring process.
13. The evaluation of the mentoring process.



*Mentoring session notes*

Meeting date and time	Issues discussed	Resolution	My thoughts