HELP PACK FOR MENTEES

MATCHING EXPECTATIONS

Over a cup of coffee:
• As the mentee, you should provide an agenda
• Where should we meet?
• How long is the meeting?
• What is the desired outcome of the meeting?

For longer periods:
• Get to know each other.
  Discuss e.g.:
  - Your most important values?
  - Your experiences – job, education
  - Joint interests

• Share personal goals with your mentor
  - What goals do you have for yourself - Working life vs. Private life

• Discuss your expectations and boundaries (include the mentor contract)
  - What do you expect from the mentor, and what does the mentor expect of you?
  - What should we decide with regards to openness and honesty?
  - How do we give/receive feedback between us?
  - How often should we meet?
  - Where should we meet?
  - How long are our meetings?
  - Do we have an agenda for meetings? Who makes it?
  - Who organises meetings?
  - Who records the minutes of meetings?
  - How do we measure progress?

• Set long-term goals and milestones as well

• Commit yourself to concrete goals with your mentor, before the next meeting

PREPARATION FOR THE NEXT MENTOR MEETING

• Have I made an agenda and sent it to the mentor?
• Status – How is it going?
• Recap from last time - is there anything we still need to discuss?
• Have I done everything that we agreed I would do?
• What topics do I want to discuss?
• What do I need from my mentor?

BOUNDARIES

There may be topics or areas, that neither you nor your mentor is comfortable covering in your mentor meetings. There may also be work related, or personal relationships that you do not wish to discuss.

Both parties have a duty of confidentiality. The meeting should always be considered a sacred place, where you can be sure that the other party does not share what has been talked about with others. There may, however, be occasions whereby you agree that a specific topic discussed during a meeting, may be discussed with others. hers about your mentee, then do so anonymously.

The duty of confidentiality gives piece of mind that allows both the mentor and mentee to be completely open, and ensures that you get the most out of the relationship.

It’s often useful to set some limits to start with (see more details in the contract) to help identify what personal boundaries each party has. Often, as you get to know each other, the framework of the relationship will loosen up.
HELP PACK FOR MENTORS

TOOLS

Exercise: What is your critical question?
This is an exercise that can help you in various decision-making processes.

Watch the video with David Clutterbuck, and complete the exercise to find your own critical questions.

Watch David Clutterbuck’s video: DoesItSellShoes(CriticalQuestion)

Exercise: prioritise your values!
Assign 10 points (only whole numbers) between the following priorities:
• Money/financial security
• Status/recognition
• Job satisfaction
• A good life outside of your job

How do you see your score now?
And in ten years?

Logbook
When you initiate a session with a mentor, it is sometimes useful to acquire a notebook that you can then use as a logbook. For many people, it can be effective to write your thoughts down, including a here and now status, as well as noting what goals you have successfully completed (or not).

It is usually between meetings that the biggest changes happen, and this is just another good reason to note down your thoughts. By doing this, it’s then easier to remember them when you have your next mentor meeting.

A GOOD END TO THE MENTOR RELATIONSHIP

Review your contract and expectations for the mentor relationship
• What have we achieved together?
• What’s the best way to celebrate?
• What would we like to thank each other for?
• Give each other feedback – use examples
• What have we learned, that we can use in future relations?
• What or who now will fill the space as mentor?
• In what circumstances will you meet again?

STATEMENTS FROM FORMER MENTEES

“Being a part of the mentor programme has broadened my horizons – both in terms of the outside world, and personally. The meetings with my mentor have helped me to develop a lot. The topics of our conversations were very broad, and her experiences have helped make it easier for me to handle the challenges I later faced as a new graduate.”

“the mentor programme has strengthened my direct contact to the business community, and gave me the opportunity to receive guidance and sparring with an experienced business professional.”
MENTOR CONTRACT

Mentor: 

Mentee: 

Purpose of the mentor relationship:

The mentee’s expectations to the mentor:

The mentor’s expectations to the mentee:

Topics to discuss:

Meetings (set-up):

Confidentiality:

Commitments:

Mentor relationship in general: