

Getting the most from the Mentoring process

1. **Getting prepared for being a mentee**
2. **Thinking through what you want from a mentoring relationship**
3. **Setting up the mentoring relationship**

## **1. Getting prepared for being a mentee**

Before you start thinking about your objectives from mentoring and about who could help, it is useful to reflect on any previous experience you might have had of being mentored and your hopes for it.

Taking each question in turn, work your way through the questionnaire, drawing on your own experiences. What you write is for your eyes only. **You don’t have to write a lot, and there are no “right answers” - the most important part is the thinking.**

**Q1.** Who has had the most influence on you in your life? What specifically made it easy for them to influence you?

|  |  |
| --- | --- |
| Individuals | What made it easy for them to influence you? |
|  |  |

**Q2.** Who has enthused and motivated you the most in your life? What specifically made it easy for them to enthuse/motivate you?

|  |  |
| --- | --- |
| Individuals | What made it easy for them to enthuse and motivate you? |
|  |  |

**Q3.** What did you most respect these individuals for?

|  |
| --- |
|  |

**Q4.** Who has had the *least* influence on you (if you can even remember them!)? What caused this?

|  |  |
| --- | --- |
| Individuals | Reasons |
|  |  |

**Q5.** Thinking of your answers to the above, what are you looking for in a mentor?

**Q6.** What makes you feel ready to be mentored at this point in your career?

**Q7.** What are you personally hoping to gain from being in a mentoring relationship?

**Q8.** What are you prepared to give to help the mentoring relationship to be successful?

**Q9.** What aspects of being mentored are you likely to find most easy or difficult? What aspects are you likely to find most or least satisfying?

|  |  |
| --- | --- |
| **Easiest aspects:** | **Most difficult aspects:** |
| **Most satisfying aspects?** | **Least satisfying aspects** |

**Q10.** How are you going to use this knowledge to help your mentoring relationship to be successful??

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## **2. Thinking through what you want from a mentoring relationship**

It is important to have thought carefully about your objectives before embarking upon your mentoring relationship. Having clear objectives, and communicating these to your mentor, will ensure that your relationship maintains the focus and drive that it needs to meet your objectives.

**The section** **below** is intended to you to summarise your thoughts and identify your key priorities. You can just use the headings that are most useful/relevant to you - this is something you can use to share with your mentor when you first contact them, and when you first meet them.

Success for me in the future looks like… (describe it in words, pictures or graphics and be as creative as you like):

The skills/knowledge/abilities/mindset I would most like to develop are…

The support/feedback/guidance I need from a mentor are…

In order to:

I will know I am progressing when:

The results I would like to see at the end of my mentoring relationship are:

How will we know the mentoring relationship is working?

## **3. Setting up the mentoring relationship**

During the first meeting with your mentor, it is useful to establish your expectations of one another by working through the questions below. You do not necessarily have to write your answers down but it is important to have the conversation early on to prevent misunderstandings occurring at a later stage in the mentoring relationship.

What is our shared understanding of mentoring?

How often will we meet and for how long? Where will we meet?

Who will set up our sessions? What will we do if we need to cancel?

Will we be available for telephone or email conversations in between face-to-face meetings? What are the limits to that contact?

How long do we anticipate the relationship lasting? [it may be helpful to revisit this at various points during the mentoring relationship]

Are there any confidentiality issues or conflicts of interest that need to be declared? [e.g. will notes be kept, will we let others know we are in a mentoring relationship, are personal issues acceptable to discuss?]

How will we know the mentoring relationship is working?

What will we do if it is not working out?