

# Mentoring in the workplace

## Why mentor?

Mentoring is a valuable skill that can be used to support young and inexperienced individuals to become effective and confident members of your team.

## What makes a good Mentor?

A mentor is someone who is a trusted friend or colleague who can relate to the mentee and is an experienced and trusted member of staff.



## What skills must they have?

A mentor must:

- ✓ Give time
- ✓ Be a good listener
- ✓ Use questioning to encourage and challenge
- ✓ Encourage reflection
- ✓ Give constructive feedback
- ✓ Help to see solutions to problems and barriers
- ✓ Agree actions

## Who should it be?

The best mentor is someone that is a respected member of staff who has a good understanding of the expectations of the role and the person. There should be a good level of empathy and trust between the two parties.

Sometimes your mentor is your line manager which is not ideal. If you can, ask someone who is a colleague or has gone through the same experience you have.



## How often should you meet?

This will be a matter between yourselves, it could be weekly, fortnightly or monthly or whenever the mentee wants some guidance. At the beginning you should set regular times.

Ideally, where you meet should be away from your workstations so that neither will be interrupted. It's also a neutral ground where you can talk openly.

## What is discussed at a mentoring meeting?

The purpose of the meeting is to support the mentee so any discussion should be focussed around them. A mentor should encourage the mentee to reflect on their performance, talk about any barriers they are experiencing and agree how to overcome them.

## What happens next?

- Identify your mentor
- Ask them
- Agree the start date
- Agree how frequently you will meet
- Identify where you will meet
- Identify how long you will meet for
- Agree an agenda for each meeting

Now complete the agreement overleaf.

## Mentoring Agreement

This agreement is between

\_\_\_\_\_ (mentee)

and;

\_\_\_\_\_ (mentor)

We are both voluntarily entering into this partnership. We wish this to be a rewarding experience to meet our goal.

We agree that...

1. The mentoring relationship will last for \_\_\_\_\_ weeks commencing on \_\_\_\_\_.
2. We will meet \_\_\_\_\_. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting we will agree a date for the next meeting.
3. Each meeting will last a minimum of \_\_\_\_\_ minutes and a maximum of \_\_\_\_\_ minutes.
4. The aim of the partnership is to meet the following objectives:
  5. We agree that the role of the mentor is to:
    - Explore issues pertaining to the person in order to meet the agreed objectives.
    - Encourage the mentee to reflect on skills and performance
    - Provide constructive feedback and encourage the mentee to move towards the agreed objectives.
  6. We agree that the role of the mentee is to:
    - Be open to discussions in order to meet the agreed objectives
    - Reflect on their skills and performance in order to meet the agreed objectives.
    - Participate in activities to challenge assumptions.
7. We agree to keep the content of these meetings confidential.

Signature (Recipient): \_\_\_\_\_ date \_\_\_\_\_

Signature (Mentor): \_\_\_\_\_ date \_\_\_\_\_