

Mentoring – Mentor Overview & Guidelines

Overview

A mentor is a guide. A friend. A resource who paves the way to success and derives satisfaction from helping others succeed. Your role as mentor is to inspire, encourage, and support your mentee, and to contribute to their professional and personal development.

Mentor DOs

1. Confirm the scope and the timeframe of the relationship with a clear start and finish.
2. Set aside time for the mentoring process and honour all appointments.
3. Invite the mentee to meetings or activities, as appropriate. Schedule meetings with planned topics.
4. Be flexible on meeting times and places.
5. Arrange frequent contacts through telephone, e-mail, fax, face-to-face, etc., as appropriate.
6. Respond to emails from your mentee within 2 days of receipt.
7. Keep information that your mentee has shared with you confidential. If something concerning the mentee needs to be discussed with others, it should first be discussed within the mentoring relationship.
8. Establish open and honest communication and a forum for idea exchange.
9. Foster creativity and independence. Help build self-confidence and offer encouragement.
10. Provide honest and timely feedback to your mentee.
11. Provide opportunities for the mentee to talk about concerns and ask questions.
12. Above all, LISTEN.

Mentor DON'Ts

1. Try to give advice on everything.
2. Encourage mentee to be totally dependent upon you.
3. Provide your personal history, problems, animosities, successes, failures, etc. unless they are constructive contributions.
4. Be too busy when the mentee needs your friendship or your support. If you do not have time, give the mentee a heads up, so that they know when they can reach you.
5. Criticize
6. Move into business coaching – this should be a referral if required. Referrals to be directed back to Plan C for discussion and suggested assignment.

Frequently Asked Questions

- **What am I expected to do?** Mentors are expected to provide their mentee with about one hour of support and interaction per fortnight. Much of this interaction will take place via e-mail and other web-related tools (for example, instant messaging) or face-to-face, as appropriate. Mentors can:
 - Provide insight and experience that relate to helping their mentee achieve their goals
 - Be a continuous source of encouragement and support
 - Act as a sounding board for ideas/concerns and provide insights into possible opportunities
 - Identify resources, networks and contacts that will be of assistance
 - When appropriate, play devil's advocate to help their mentee think through important decisions and strategies.
 - Give input to action plans following each meeting – Plan C provides a Mentor-Mentee pack to assist with this process.

- **How long will the commitment be?** Plan C offers different types of mentoring, from a single session to fortnightly sessions for up to three months. We ask that the Mentor and Mentee identify the expected end date of their mentoring relationship to help set expectations.

- It is possible to extend the mentoring relationship if both parties agree.

- If a mentor must leave the relationship early, we request at least one month's notice in order to search for a replacement mentor with similar background.
 - **Relationship is not going well, or I am concerned about the relationship - what to do?** We encourage you to let the mentee know about the situation. You can also contact mentoring@planc.org.au and we will work with you to resolve the matter, including swapping or adding mentors if that's appropriate. We will provide our full support to resolve the situation in a positive and satisfactory manner.

- **Are there any potential risks to me or my company?** No. It is not appropriate for mentors to engage in any business transactions with their mentees; instead, the relationship should only involve the flow of general information and guidance.

Administration Fee

The Community Resilience Mentoring Project is currently funded for a limited time, thanks to a grant from Healthy North Coast. We are seeking donations to expand the project longer term, mentoring more people wanting to kick start mentoring projects in their community!

The Plan C Mentoring Pack

Plan C provides documents to assist both the mentors and the mentees through the program. The Plan C Mentoring Pack contains:

1. Mentoring Overviews for both Mentors and Mentees.
2. A mentor/mentee Agreement form to be completed and submitted online by both parties.
3. A mentee background information form for Meeting 1.
4. A mentoring session guide which can be used as a guideline for subsequent

meetings.

5. At the end of the agreed completion date both mentor and mentee will be sent a final feedback survey which can be completed online.