

# A Structure for Mentoring Meetings

## ▶ Getting Started - the first meeting

- Get to know each other
- Explore expectations
- Discuss goals
- Determine timeline and meeting schedules
- Come to an agreement on communications and responsibilities

## ▶ Between the first and second meetings

- Mentees begin to complete their development plans
- Mentees and Mentors identify growth areas and resources
- Preparation for next meeting

## ▶ The second meeting

- Review of Mentees' development plans
- Brainstorm obstacles to success
- Specify goals and action plan

## ▶ Ongoing meetings

- Focus on Mentees' development plans
- Discuss challenges faced
- Discuss any new assignments, projects or research
- Discuss approaches used by Mentors

## ▶ Ending the relationship

- Requires both parties to formally review and 'close out'

## Draft Agenda for your First Meeting

### ▶ **Initial introductions: Mentor**

- Personal Facts
- Professional background
- Anything else that seems relevant

### ▶ **Initial introductions: Mentee**

- Personal Facts
- Professional background
- Anything else that seems relevant

### ▶ **Highlight areas of connection/crossover**

- Where are the similarities or connections

### ▶ **Agree the best way to work together practically**

- Duration of support (n.b. your relationship should initially be for 12 months, if you wish to extend the relationship beyond this period, please notify BSAS via the completion forms at the review stages)
- Methods of contact
- How to review progress

### ▶ **Identify the Mentee's (known) areas of required assistance/support**

- What does the Mentee want to get from mentoring
- Which topics is the Mentee interested in for developing more awareness or ability
- What personal or professional goals does the Mentee have

### ▶ **Discuss the Mentor's potential to offer support in the previous areas**

- Here's where the Mentor might be able to help
- Here's how the Mentor might be able to help
- Here's how it is less likely that the Mentor will be able to help

### ▶ **Agreements and way forward**

- What next
- What needs to happen before we meet
- Anything else?

# A Personal Roadmap for the Mentee

## ▶ Career Goals

- What legacy do you want to leave the world?
- Where do you want to be in 5 years' time?

## ▶ SMART goals

- What do you want to accomplish during the mentoring relationship?
- Skills to develop
- What are the 2 or 3 skills that you want to develop over the coming 12 months?

## ▶ Challenges to deal with

- What are the biggest challenges that you are facing right now?

## ▶ Something about you

- Think of two or three things that describe who you are - you will need to give your mentor a sense of who you are and what is important to you

## Suggested List of Reference Materials

- ▶ **The Mentoring Manual** - Julie Starr
- ▶ **Everyone Needs a Mentor** - David Clutterbuck
- ▶ **CIPD Fact Sheets on Mentoring**  
[www.cipd.co.uk/hr-resources/factsheets/coaching-mentoring.aspx](http://www.cipd.co.uk/hr-resources/factsheets/coaching-mentoring.aspx)
- ▶ **Coaching for Performance - GROWing People, Performance and Purpose**  
- John Whitmore
- ▶ **Getmentoring.org (ask a mentor site)**  
<http://getmentoring.org/>
- ▶ **TED Talks**  
<https://www.ted.com/talks>
  - Karen Russell
  - Barry Schwarz

## Purpose and Scope

### **Purpose**

The purpose of the BSAS mentoring programme is to:

- ◆ Promote links between our members in pursuit of fostering learning and innovation across different disciplines and industry sectors
- ◆ Enable experienced professionals to give back and share their knowledge, expertise and experiences
- ◆ Encourage and support the career development of the mentee

### **Scope**

The role of a BSAS mentoring partnership is to provide support to the mentee. Rather than giving advice, a mentor's primary responsibility is to help the mentee to weigh up situations, through a process of reflection, questions, challenge and feedback - allowing the mentee to come to a decision about next steps themselves.

## **Responsibilities of the mentee, the mentor and of BSAS**

**Please ensure you read the section which applies to you i.e. either mentee or mentor.**

### **Mentee's Responsibilities**

- ◆ The mentee should act with the best intentions. They should respect the mentor as a support to their development, taking into consideration the mentor's personal experience, work-related knowledge and the fact that the mentor is a volunteer in the programme.
- ◆ Even though participation is voluntary, the mentor should commit to the programme and take responsibility for what is agreed as a relationship.
- ◆ The mentee is responsible for managing their own learning, identifying and achieving their goals, and only using the mentor as a support for this.
- ◆ A high level of confidentiality should be maintained, which is appropriate and agreed on at the start of the relationship.
- ◆ The mentee will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship.
- ◆ The mentoring relationship should not be exploitative in any way, neither should it be open to misinterpretation.
- ◆ Both parties will ensure that the duration of the mentoring contract is only as long as is necessary for the mentee agreement.
- ◆ BSAS mentees and mentors should act in ways that respect diversity and promote equal opportunities.
- ◆ The mentee understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: maintenance of agreed confidentiality of all information relating to participants; avoidance of any exploitation of the former relationship; provision of any follow-up which has been agreed; and, safe and secure maintenance of all related records and data.
- ◆ Either party may dissolve the relationship at any time throughout the period of the mentoring relationship and should notify BSAS accordingly.

## **Mentor's Responsibilities**

- ◆ The primary responsibility of the mentor is to provide support to the mentee in their personal development. The mentor will respond to the mentee's learning and development needs.
- ◆ Even though participation is voluntary, the mentor should commit to the programme and take responsibility for what is agreed as a relationship.
- ◆ The mentor will use their personal experience and knowledge to meet the needs of the mentee, while suggesting additional references or resources where they may not have relevant knowledge or experience.
- ◆ The mentor should never interfere in the operational strategy of the mentee's employer. Mentors also should not attempt to do the mentee's job for them - the mentee has the ability and the potential; the mentor's job is to help them realise it.
- ◆ Throughout, the mentor and mentee will maintain a high level of confidentiality which is appropriate and is agreed at the start of the relationship.
- ◆ The mentor will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship. The mentor will not intrude into areas the mentee wishes to keep private until invited to do so. They should, however, help the mentee to recognise how other issues may relate to these areas.
- ◆ The mentoring relationship should not be exploitative in any way, neither should it be open to misinterpretation.
- ◆ Mentors have a responsibility to highlight any ethical issues (such as conflicts of interest) that may arise during a mentoring relationship at the earliest opportunity.
- ◆ Both parties will ensure that the duration of the mentoring contract is only as long as is necessary for the mentee.
- ◆ BSAS mentees and mentors should act in ways that respect diversity and promote equal opportunities.
- ◆ The mentor understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: maintenance of agreed confidentiality of all information relating to stakeholders; avoidance of any exploitation of the former relationship; provision of any follow-up which has been agreed; and, safe and secure maintenance of all related records and data.
- ◆ Either party may dissolve the relationship at any time throughout the period of the mentoring relationship and should notify BSAS accordingly.

## **BSAS's Responsibilities**

- ◆ BSAS is responsible for matching mentees with mentors who meet their needs, although this may not always be possible. In which case, BSAS will either suggest a match which satisfies some of the participant's needs or will not suggest a partnership until such time as a suitable match can be found.
- ◆ BSAS will contact the mentors and mentees after 3, 6 and 12 months of the partnership to get feedback and discuss any queries that have arisen. BSAS will also be contactable at any time during the relationship to aid with any problems.
- ◆ BSAS will maintain the highest levels of confidentiality except when there is a life-threatening situation or when required by law.
- ◆ BSAS will ensure that both parties are made aware of the complaints procedure.

By participating in BSAS's Mentoring Programme, you agree to adhere to the above code of conduct. Please sign to confirm you have read and understood this.

**Full name**

**Signed**

**Date**

Mentor