

## Here's how the mentoring process works

You will find a number of tools and resources on this website to support you every step of the way. In order to take part you must be prepared to commit to a minimum of one hour per month.

We would recommend that you work through the Guides section before you complete your profile. The guides are easy to follow and this process shouldn't take you too long to complete.

1. First, please complete your profile to enable matching to mentees.
2. Your profile will then be made available to mentees.
3. If your skills, knowledge and experience matches a mentee's profile you will receive an email notifying you of a new mentoring proposal.
4. If you agree there is a good match, you can accept the proposal by editing the proposal, clicking on the accept field and leaving a comment. The mentoring can then begin.
5. If you think there is a good match but feel you would like the mentee to amend their proposal in some way or provide more information you can edit the proposal, clicking on the amend field and leave your comments.
6. If having reviewed a proposal you feel you are unable to accept the proposal you do have the facility to reject the proposal and give a brief explanation why. Simply edit the proposal and click on the reject field and leave a comment for the mentee.
7. If you do accept a proposal you may wish to use the roadmap to help guide your mentoring journey. The mentee should use their learning diary to record their learning.
8. Once mentoring is completed, you will be asked to sign off this mentoring relationship by marking it as "Complete" on the proposal form and complete a brief survey.

9. If you don't wish to be considered for further mentoring assignments, you can set your status to not available from the edit profile page.

## **Making the most of it**

### **Guides**

You will find a practical set of guides on how to get the most out of the mentoring process. They contain practical advice on what to do, and also on what not to do. The mentoring guides allow you to reflect on each part of the process, and are fully integrated with the learning diary.

We would recommend that you work through these short guides before you complete your profile. The information within these guides will help you to understand the mentoring process and whether it is right for you.

The guides are easy to follow and this process shouldn't take you too long to complete.

### **The journey**

The journey is a structured process to guide the mentee through the mentoring process and maximise the benefits. It is up to you and your mentee if you wish to follow this process but if you do you will find a mentoring road map with descriptions of each stage, together with templates for the mentee to record their decisions and action points. As a mentor you can also record decisions and action points for future reference in progress review meetings.

### **Learning diary**

The learning diary is primarily designed for use by mentees to record their thoughts and reflections as they go. However, as mentoring is a two way learning process you may also wish to make your own entries. The learning diary provides an invaluable resource for your mentee's personal development so do encourage your mentee to use their learning diary.

Diary entries can be made at any time, but there are structured opportunities when using the guides and resources.