

Here is how the mentoring process works

Our guides are designed to help you get the most out of the mentoring process. We would recommend that you work through these short guides 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 you to be matched to mentors, otherwise you will not be able to progress further.
2. Use the system to identify a mentor that matches your needs by clicking on the "Find Mentor" tab and create a mentoring proposal. Guidance is provided on how to create a proposal.
3. If the mentor agrees that there is a good match, they will accept your proposal, they may also ask for changes or further information before accepting.
4. You will receive an email prompt to check your proposal when the mentor has responded.
5. If they agree with your proposal mentoring can begin. You may wish to use the road map to help you structure your mentoring journey. You should use your learning diary to record what you have learnt from the mentoring relationship and from reading the guides.
6. Once mentoring is completed, you should ask the mentor to change the status of the mentoring relationship to "Complete". You will be asked to complete a short feedback survey to tell us how the mentoring process worked for you.

Making the most of it

Guides

You will find a practical set of guides for both mentors and mentees on how to get the most out of the mentoring process. They contain practical advice on what to do and 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.

The journey

The journey is a structured process to guide the mentee through the mentoring process and maximise the benefits. Here you will find a road map with descriptions of each stage together with templates for your activities.

Learning diary

The learning diary is your personal document where you can record your thoughts and reflections as you go. It provides an invaluable resource for your personal development. The system will sort your entries and allow you to view them later chronologically or thematically. You can record your reflections and learning at any time, but there are structured opportunities from within each of the resources described here.