



Mentoring For Mentees



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The Benefits Of Career Mentoring

Whether you are starting out on your career path or contemplating retirement, or you are at any of the stages in between, you will constantly be coming across career challenges.

However, the chances are that there is someone out there who has been through similar challenges and can help by providing you with sound guidance and inspiration on how to move forward.

What is Mentoring

Mentoring is a one-to-one relationship, usually over a set period of time, in which an established business or professional person (mentor) provides consistent support, guidance and practical help for a less experienced person (mentee).

It is a voluntary relationship, which the mentee or mentor can end at any time.

Mentoring is a way of enabling the mentee to gain the skills, knowledge and confidence to perform at a higher level, and of giving them access to impartial, non-judgmental guidance and support.

During the mentoring-process the mentor shares their personal skills, knowledge and experience with the mentee to enable him or her to explore their personal and professional situation. It is a two-way process in which the mentor and mentee work together to set and achieve predetermined goals and objectives.

Reach Your True Potential

You can look for a mentor that will be able to provide you with advice:

- > on how to enter industries and professions
- > on how to progress within industries and professions
- > on specific job challenges
- > on specific industry challenges
- > on how to move job roles and industries

Challenges A Career Mentor Can Help With:

- > Choosing a career
- > Changing career
- > Career progression
- > Progressing in a new role
- > Developing Leadership skills
- > Dealing with conflict
- > Managing people
- > Developing new skills
- > Communication & influencing skills
- > Creativity & innovation
- > Stress management & work-life balance

Plus lots more....

What is a Mentor

A mentor is someone who will encourage and support you to make the most of your career, yourself and/or your business. The role of a mentor is to be a trusted confidante, helping the mentee to make informed choices and to encourage a journey of self-discovery.

Although the final decisions are always in your hands, a mentor can be invaluable in guiding you to consider all your options, get new information and identify the support you need.

What A Mentor Should Do

- > Provide an outside perspective on you, your career and/or business
- > Listen, in confidence to the things that are worrying you about your business or career
- > Help you by sharing their own experience of failures and successes
- > Give you friendly, unbiased support and guidance
- > Provide honest and constructive feedback
- > Be a sounding board for your ideas
- > Facilitate your decision-making by suggesting alternatives based on personal experience.
- > Provide ongoing support and encouragement

A Mentor Is There To:

- > Guide you to look at a wide variety of options and consider alternative courses of action in order to solve problems for yourself, rather than to give answers or provide solutions.
- > Help you gain new personal skills, experiences and knowledge.
- > Help you to develop new attitudes and behaviour, and therefore improve your career performance.
- > Release and develop your own resourcefulness – it is up to you to decide whether to use the information you receive from your mentor.
- > Remember – it is NOT your mentor's responsibility to make your career a success; the ultimate responsibility for making your career successful is down to you!

MENTORS PULL – THEY DON'T PUSH

A mentor never “pushes”, whether by telling, instructing or giving advice.

MENTORS PULL

They listen to understand

They ask questions

They will paraphrase and summarise discussions

They can suggest options

They will give feedback

They can offer guidance

They help you to solve your problems – but they won't solve them for you.

Key Skills of a Mentee



1. Active Listening – more on this later!
2. Questioning to clarify and make sure you have understood correctly
3. Questioning to explore additional options and consequences
4. Being prepared to act on what has been agreed with your mentor

The Mentoring Process – The Mentee's Role

1. To own and take responsibility for discussion content – don't expect the mentor to solve your problems or provide quick fixes. Remain aware that the purpose of mentoring is to work on your professional development.
2. Be open to developing your self-awareness and to making changes.
3. Be open to what the mentor has to say and to their advice; this doesn't mean you have to agree with it. It does mean you should receive it, reflect upon it and then decide whether you agree and wish to act on it.

4. Reflect between sessions on what has been discussed

5. Take the action agreed.

Establishing a Successful Relationship with your Mentor

Once you have been matched with your mentor we suggest that you:

- > Draw up a timetable of regularly spaced meetings in advance
- > Establish a set of ground rules to which you will both abide.
- > Keep notes of your meetings and use these as the basis for ongoing discussion.
- > Work towards developing a trusting relationship and establishing a good rapport with your mentor.
- > Aim at maintaining the relationship for as long as is appropriate to your needs.

Effective mentoring meetings provide a sense of purpose and achievement