



Mentoring & Self-Mentoring

Women and Leadership Series

Presented by Organisational Development Unit



What is mentoring?

"Mentoring is a relationship which gives people the opportunity to share their professional and personal skills and experiences, and to grow and develop in the process. Typically, it is a one-to-one relationship between a more experienced and a less experienced employee. It is based upon encouragement, constructive comments, openness, mutual trust, respect and a willingness to learn and share."



Benefits of having a Mentor

- Listening ear
- Valuable direction
- Assist to identify gaps in experience and skills
- Wider networks
- Greater opportunities
- Different perspective
- Increased confidence and self-esteem
- Greater knowledge of organisation and industry
- Guidance and support



A good Mentor will:

- Be willing to share experiences and information
- Commit to helping their mentee think critically and reflectively
- Support and guide their mentee
- Create situations in which their mentee can explore and learn for themselves
- Foster a relationship conducive to learning
- Be aware of their mentee's learning style
- Plan



A good Mentor will (cont):

- Provide evaluation and feedback
- Recognise when the goals have been achieved
- See solutions and opportunities
- Respect
- Believe in potential
- Be patient
- Promote their mentee's independence
- Be honest and genuine in praise and correction
- Enjoy work



When is mentoring useful?

- New job
- Transfer
- Boredom
- Pre-promotion
- Mid-life
- Approaching retirement
- Re-organisation



Identifying what you want from a mentor

Ask yourself:

- What do I want to gain from a mentoring relationship?
- What is my career goal or academic goal?
- What are my skills and strengths?
- What skills do I need to work on?
- What kind of time can I commit to this mentorship?
- How do I learn best?
- What kind of work do I want to do in this mentorship?
- What kind of mentor will I work best with?



Choosing a Mentor

Ask yourself:

- Is my potential mentor's career a good match to my own career/academic goals?
- Do we have common interests?
- Is my potential mentor successful and well-respected in his or her field?
- Does my potential mentor have enough time?
- Does his or her schedule work with mine?
- Can we agree on a timeline for reaching my goals?



Choosing a Mentor (cont)

Ask yourself:

- What professional or practical opportunities can he or she help to connect me with?
- Do our personalities click? Is he or she someone I can take constructive criticism from comfortably?
- Is he or she a good listener?
- Do I understand what the person says to me? Do I feel comfortable sharing my thoughts with him or her?
- Does my potential mentor tell me things that make me think differently, or that are new to me?



Establishing your Mentoring Relationship

Approaching your potential mentor

- Explain why you want a mentor
- Explain why you want this individual as your mentor
- Have a plan
- Your request may not be successful



Establishing your Mentoring Relationship (cont.)

Meeting with your mentor

- The first meeting should include:
 - Agreement on future ways of working together
 - Review your plan
 - Setting the rules, roles and responsibilities
- Subsequent meetings might include:
 - Identification and exploration of problems and possible solutions
 - Identification of information needed and ways of acquiring it
 - Action planning



Establishing your Mentoring Relationship (cont.)

Role and responsibilities of a mentee:

- Sets out to achieve new skills and knowledge to apply to their career
- Seeks guidance and advice in their professional development
- Accepts responsibility for their own decisions and actions, and maintains confidentiality
- Acts on expert and objective advice
- Carries out tasks and projects by agreed times
- Maintains mutual trust and respect, and
- Attends all scheduled meetings



Establishing your Mentoring Relationship (cont.)

Role and responsibilities of a Mentor:

- Facilitates the mentee's professional growth
- Provides information, guidance and constructive comments
- Assists in the evaluation of the mentee's plans and decisions
- Supports and encourages and, when necessary, highlights shortfalls in agreed performance
- Maintains confidentiality
- Provides constructive feedback at all times □ maintains mutual trust and respect
- Attends all scheduled meetings with the mentee
- Introduces the mentee to the corporate structure, its politics and players, and
- Leads by example



Remember.....

A mentor will:

- Seek not to give answers, but ask the right questions
- Listen more than they talk
- Be strong enough to expose their vulnerability

A mentor won't:

- Be available all hours of the day and night
- Pay for your coffee at meetings
- Provide psychological counselling
- Solve all your problems for you



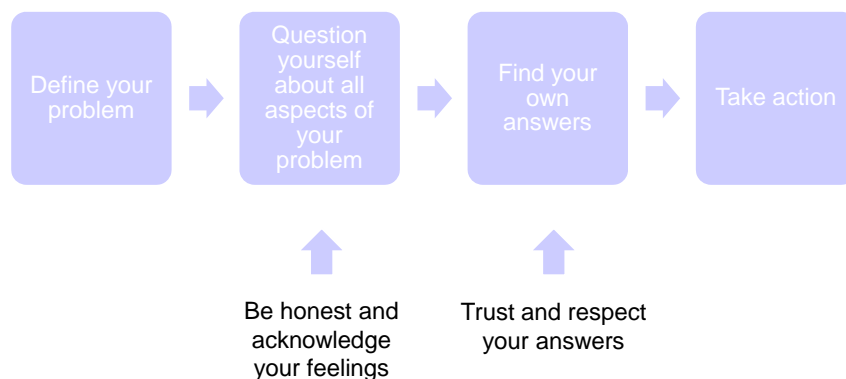
And...

Appreciate your mentor's time and knowledge.

Show your interest and respect for your mentor by accepting their feedback and being proactive to learn, develop and achieve.



Self- Mentoring



Origins of Mentor

