

# DEVELOP YOUR CAREER WITH MENTORING SUPPORT

What is mentoring and how can it support the development of employability skills, and aid career advancement in challenging times.

## What is Mentoring?



Mentoring is a partnership between an employee and his or her supervisor. Even though there is an inequality in the skills, experience and knowledge of the partners, the partnership itself is equal. Both parties agree to the relationship and both parties agree to it's success.

The partnership is collaborative with both mentor and mentee working together to decide what the partnership hopes to achieve and how it hopes to achieve those aims.

## Mentoring as a concept



**M** – Manages the relationship

**E** – Encourages

**N** – Nurtures

**T** – Teaches

**O** – Offers mutual respect

**R** – Responds to the mentees needs

## Principles of Mentoring

### Collaboration

Mentoring should be enriching for both mentor and mentee. It is about learning and not teaching. The mentee is empowered to take responsibility for his/her own actions

### Relationship

Mentoring is a partnership between two individuals and the focus is not to make mentee dependent but to develop mentees independent critical thinking.







## HOW TO MAKE IT WORK

### Top 10 tips for successful mentoring



#### 1. Meet consistently

- Figure out how often (i.e. once a week or once a month), how long (i.e. half hour or one hour) and how you want to meet and make it consistent. In-person or over video conference is a good start.



#### 2. Let the relationship evolve organically

- Mentoring is organic. It's healthy to let it grow like any other relationship — over time and based on mutual respect and trust. Don't force it. Give it time; it needs to grow.



#### 3. Take the initiative

- Don't wait for the mentor to initiate your meetings and don't be afraid to propose a meeting yourself! Ask for more of your mentor without demanding it.

#### 4. Be organised

- Before each meeting, send your mentor an agenda. Take notes as you're meeting so that you can follow up via email. Keep the meetings as brief as possible.

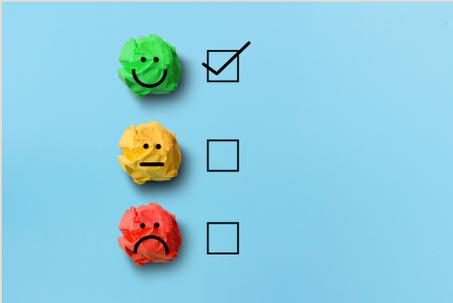


#### 5. Decide on an end date.

- Based on how long those short-term goals will take to achieve, decide how long you want the mentorship relationship to last. A good rule of thumb is usually approximately six months but some partnerships go for much longer so long as both parties are happy to continue.

## HOW TO MAKE IT WORK

### Top 10 tips continued...



#### 6. Evaluate the mentoring

- After meeting, consider: did you get something from it? Did you leave the meeting feeling better about yourself? If it went well, then immediately put together a follow-up plan. If it's not working out, that's OK too.



#### 7. Follow up after each meeting

- It's appropriate to follow up immediately via email, thanking your prospective mentor for their time.

#### 8. Don't quit when you feel challenged

- You'll get to a point where your mentor may feel comfortable enough to challenge you. Remember: it's not supposed to be easy and this is where the really good stuff happens.



#### 9. Ask for feedback

- Be open to feedback: positive or constructive. As your relationship with your mentor progresses, this will be the #1 way you grow. A good mentor will treat these times with great care and sensitivity.



#### 10. Consider having more than one mentor

- No one mentor can help you achieve all of your goals. Maybe one mentor can help you consider a path to a particular career; another can help with specific technical skills etc

# BENEFITS OF SUCCESSFUL MENTORING

## 6 Key Benefits of Mentoring



### 1. Guidance on Professional Development

- Your mentor will be able to provide you with an insider perspective on your chosen career, and will encourage and empower you in your professional development.

### 2. A Different Perspective

- A mentor can provide you with a different perspective on the challenges you face. It's not up to a mentor to solve your problems but some fresh ideas can help you develop effective solutions.



### 3. Improving Key Skills

- A mentor can help you identify and value the skills you have as well as offering suggestions on overcoming the weaknesses you need to address.



### 4. Expanding Your Network

- Your mentor can put you in touch with contacts who can further help you in your career development. The more you develop your network, the more opportunity will present itself.

### 5. Confidence to make better decisions

- A good mentor can give you confidence when facing difficult decisions. Making decisions can be challenging and your mentor can be an objective resource in uncertain times.



### 6. Greater knowledge of career success factors

- Your mentor will have been in your position in the not too distant past and so you will be able to learn about the key factors that contributed to their successful to the professional work environment.

**Commit to the process** - Remember you will only get out of it what you put in.  
Good luck!