[**MENTORING – MENTEES**](https://www.ucc.ie/en/hr/wellbeingdevelopment/mentoring/)

Structured process where experienced individual (mentor) helps another person (mentee) to develop his/her goals & skills through time limited (12 months), confidential one to one conversations (approx.6).

**Any staff member at any stage in their career can be a mentee**.

Mentoring is very different to being managed or coached. Your mentor will help you identify new ways to improve and develop, often drawing upon their own experiences.

**PRINCIPLES**

|  |  |
| --- | --- |
| Mentee led - i.e. owns & drives process | Confidential process |
| Goal oriented | No hidden agendas & non judgemental |
| No line management relationship between mentee & mentor | Environment of openness, trust & mutual support |

**ROLE OF MENTEE**

* Actively engage with mentoring process & appointed mentor
* Set clear goals & realistic expectations i.e. think about what you want to achieve from the mentoring relationship
* Make time for mentoring, be prepared before each meeting
* Communicate directly, honestly & openly, be curious, pose questions, share ideas
* Own & drive the process
* Be willing to listen & take on board constructive feedback & advice
* Identify and action next steps & continually review progress.
* Retain responsibility for own learning

**BENEFITS**

* Support & encouragement, learning & sharing of knowledge
* Greater self / new-found confidence & self-awareness
* Opportunity to discuss challenges & concerns in a confidential environment
* Increase cross unit networking & inclusivity across the university
* Gain new insights
* Help with understanding how UCC works – formal & informal

**CHECKLIST 1ST MEETING**

**Have you discussed?**

* Broad purpose and your goals & expectations
* Confidentiality
* Duration of meetings and of mentoring relationship
* Roles & responsibilities (i.e. mentee led)

Staff Wellbeing & Development hold regular mentoring briefings for all staff. Contact [traininganddevelopment@ucc.ie](mailto:traininganddevelopment@ucc.ie) to find out more.

[MENTORING WEBPAGE](https://www.ucc.ie/en/hr/wellbeingdevelopment/mentoring/)