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).

**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 MENTOR**

* Provide guidance & support in addressing identified development needs
* Help mentee clarify their goals
* Create new perspectives & different ways of thinking
* A figure with whom mentees can discuss their aspirations and concerns; who will listen and act as a soundboard; provide constructive feedback, challenge as appropriate, motivate and encourage
* See positives in mentee that they may be unaware of
* Introduce mentee to peers & colleagues as relevant to assist them become familiar with & integrate into the wider University

**BENEFITS FOR MENTOR**

* Opportunity to develop and practice a more personal style of leadership
* Broaden perspectives by seeing things from a different point of view
* Further develop one’s own communication skills, especially one’s active listening skills



**KEY POINTS**

* All discussions are confidential. Confidentiality is only broken if one has concerns regarding their well-being.
* Once one agrees to be a mentor, allocate sufficient time (approx. 1 hour) per meeting, giving your mentee your full attention.
* In meeting one, work with your mentee to clarify their aims for the mentoring relationship.
* Everybody can be a mentor…….

**Contact** **traininganddevelopment@ucc.ie** **to find out about our mentoring briefings**