



# Elevate Mentorship Guidelines

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## Mentors: Preparing for the Role

The following are key steps/features of the mentorship process that can lead an effective mentorship programme.

### 1. Introduction and Relationship Establishment

**Purpose:** Establish a positive and welcoming environment.

**Mentor's Actions:**

- Introduce yourself and share your background.
- Clearly communicate the purpose and goals of the mentoring relationship.
- Establish a bond and build a foundation of trust.

### 2. Needs Assessment and Goal Setting

**Purpose:** Understand the mentee's needs and set clear objectives.

**Mentor's actions:**

- Conduct an initial discussion to identify the mentee's goals, strengths, and areas for development.
- Collaboratively set specific, measurable, achievable, relevant, and time-bound (smart) goals

### 3. Development Planning

**Purpose:** Create a structured plan for mentorship activities

**Mentor's Actions:**

- Develop a mentoring plan outlining the activities, timelines, and milestones.
- Align the plan with the mentee's goals and career development objectives.

### 4. Regular Meetings and Check-Ins

**Purpose:** Maintain regular communication and monitor progress

**Mentor's Actions:**

- Schedule regular meetings, whether in person, virtually, or through other communication channels.
- Use these sessions to discuss progress, challenges, and updates on goals.

### 5. Skill Building and Knowledge Transfer

**Purpose:** Share expertise and facilitate the mentee's skill development

**Mentor's Actions:**

- Provide guidance on relevant skills, best practices, and practical knowledge.
- Offer opportunities for hands-on learning and skill-building experiences

## 6. Feedback and Evaluation

**Purpose:** Provide constructive feedback and assess progress.

**Mentor's Actions:**

- Offer regular feedback on the mentee's performance, emphasizing strengths and areas for improvement.
- Conduct formal evaluations at key milestones to assess overall progress.

## 7. Problem-Solving and Guidance

**Purpose:** Assist the mentee in navigating challenges and making informed decisions.

**Mentors' Actions:**

- Address challenges or obstacles the mentee may encounter.
- Provide guidance and share experiences to help the mentee navigate difficult situations.

## 8. Networking and Exposure

**Purpose:** Facilitate networking opportunities for the mentee

**Mentors' Actions:**

- Introduce the mentee to relevant professional networks and contacts.
- Share insights on effective networking strategies.

## 9. Encouragement and Motivation

**Purpose:** Inspire and motivate the mentee throughout the process.

**Mentors' Actions:**

- Provide positive reinforcement and encouragement.
- Celebrate achievements and milestones, no matter how small

## 10. Closure and Transition

**Purpose:** Prepare for the conclusion of the formal mentoring relationship

**Mentors' Action:**

- Discuss the mentee's achievements and growth.
- Plan for a smooth transition, whether it involves the mentee moving on to new opportunities or the relationship evolving.

## 11. Follow-Up and Ongoing Support

**Purpose:** Provide continued support beyond the formal mentorship period

**Mentor's Actions:**

- Offer ongoing advice and support, even after the formal mentorship concludes.
- Encourage the mentee to maintain contact for future guidance and networking.
- Avoid creating a sense of lifelong obligation of the mentee to you.