

## In Mentoring Support Guide



Once you've familiarised yourselves with each other you will then be able to move forward and outline the anticipated outcomes, set out a list of actions and review your successes going forward.

### **Setting out a plan / goals:**

It is important for the mentee to define challenges, goals and personal development needs – this gives structure and acts as a guide to help refer back to in future sessions.

There are a number of ways in which these plans can be pulled together. Some may prefer a fluid approach focusing on day-to-day challenges whereas others have a set end goal in mind. For the more formal approach a range of further resources can be found by searching for "Professional Development Plans" or "Personal Development Plans" online.

When forming a plan it is useful to act as a sounding board, challenge commitment to this and encourage exploration of options and ways in which this could be achieved outside of existing thinking.

A clear plan early on can act as a continual reference point throughout the mentoring programme.

A few ideas of what could be some objectives are:

- Increased confidence in own ability and career clarity
- Development of alternative perspectives and intellectual challenge
- Opportunity to discuss and unearth their own resolutions to tough work challenges and relationships
- Time out from the day job for critical reflection
- Personal feedback to build emotional intelligence and self-awareness

### **Discussing ongoing challenges:**

A great use of the mentoring relationship is for each party to discuss ongoing challenges at both a macro and micro level.

In these discussions it is great to:

- Advise and share knowledge to widen perspectives
- Help to build self-confidence and encourage personal discovery of solutions
- Confront negative intentions/behaviours
- Offer constructive criticism and offer encouragement
- Offer to challenge ideas or challenge perspectives – you can run through scenarios using tools such as "perceptual positions"
- Use challenge questions to stimulate growth:
  - a) *What are you looking to achieve by doing this?*
  - b) *What is your intention?*
  - c) *What is the purpose?*
  - d) *What is important to you?*
  - e) *What can you do to move this forward?*
  - f) *What blockages can you envisage?*
  - g) *What options are available to you?*

**Acknowledging progress:**

As you progress from one meeting to the next it can be beneficial to take the time to recognise the progress that has already been made to reinforce the value that each other is providing.

To enable this:

- Consider ending each session with a one next step – each time this is completed inevitably some progress has been made
- Identify early on what success for the mentee would look like, how will the mentee know they have made a difference or are on track to where they want to be
- Provide feedback as sometime success is hard to see without it being identified by an external observer

**Support outside of professional development:**

There is potential that topics outside of professional development could materialise during discussions. If any topic is brought up that you feel is outside of your role as a mentor or you feel uncomfortable or unable to support with then you should not feel obliged to do so.

You can refer this back to the support team at MET Mentoring ([sarah@metmarketing.co.uk](mailto:sarah@metmarketing.co.uk)) and / or you may be able to help identify an appropriate organisation to support a mentee.

These are some organisations that are available to provide additional specialist support in a range of areas:

For advice on benefits, free basic legal direction and employment / human rights:

<https://www.citizensadvice.org.uk/>

For advice on financial support and managing in financial difficulty:

<https://www.stepchange.org/>

For support in mental health

<https://www.mind.org.uk/>

**Bringing your mentoring relationship to a conclusion:**

- If at any point you wish to end your relationship you can chose to do so. Please do make the MET Mentoring team aware of this.
- We anticipate 12 months as part of the MET Mentoring scheme but you can continue this on your own accord for as long as you choose.
- At the end of the 12 months as part of the MET Mentoring scheme we'll provide some details to support with a "Wrap up session" where you can reflect back to original goals, etc.
- We'll also be looking to gather feedback on your experience in the programme so we can continue to provide the best resource and platform for mentoring as possible in the future.