

A Mentor and Mentee Guide

This guide will show you how to get the most out of your mentoring relationship while utilising the Mentorloop platform.

Getting started

Welcome!

Congratulations on beginning your mentoring journey! Watch [this video](#) to learn a little more about mentoring and Mentorloop.

Signing up

By now you would have completed the Signup form, which asks questions about you, your career and, more importantly, what you can bring or would like to achieve from your mentoring experience.

We recommend [keeping your profile up to date](#) to make sure you're appropriately matched!

Mentoring Milestones

Milestones set out recommended tasks and actions to guide you on your mentoring journey, making it easy for you to track your progress.

You can read more about Milestones [here](#).

COMPANY LOGO

Welcome to Your Mentoring program!

Joining our mentoring career by getting help expanding your support others grow.

It's easy to get started couple of pages, and success.

Let's talk mentoring

You may have a clear vision of yourself as Mentor or a Mentee but often people have things they can teach as well as areas ripe for development.

If you fall into this category select both below.

Which role best describes you?

Mentor Mentee Both

How would you prefer to be mentored?

In Person Online Don't Mind

Is there something you wish to focus on?

Yes No

Perhaps a skill you're hoping to focus on or refine

Next

Your Mentoring Milestones

These milestones set out recommended tasks and actions you can complete to get the most out of Mentorloop and your mentoring experience. As you progress, you'll get a good understanding of the crucial moments required to achieve your goals and build lasting and impactful relationships.

1	Getting started	+
2	Matching	+
3	First meeting	+
4	Grow together	+
5	Levelling up	+

Matching

Pre-match

Your Program Coordinator may have already paired you with someone, either manually or using Mentorloop's algorithm, which takes into account your skills, experience, location etc. If this is the case, we recommend reaching out to your match to say hello and start your mentoring relationship!

Finding a match

Alternatively, you may have the option of finding a match yourself within the program.

If so, you can explore new mentoring matches via the left sidebar of Mentorloop under [Find a match](#).

You will also be able to view some *Recommended matches* from your dashboard. These are the people that Mentorloop has identified as being a great possible match for you.

Match requests

Once you have found a great mentoring match you can request to *Connect* with them. [Here](#) are some tips on requesting your mentoring match.

Keep an eye on your notifications for match requests from other participants on the program, and be responsive!

Your Mentoring Milestones ✕

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






1	Getting started	+
2	Matching	-
Get to know your mentoring partner and set expectations		
<input checked="" type="checkbox"/> First Match! <input checked="" type="checkbox"/> How to be a good mentee <input checked="" type="checkbox"/> Introduce yourself		
3	First meeting	+
4	Grow together	+
5	Levelling up	+

Create a mentoring relationship

I am looking for a Mentor and I want to find a match based on ...

Mentor Goals
Mentor Skills
Mentee Goals

More options >

 Megan Skougarevskaya <small>Mentor and Mentee</small> <small>Studied architecture way back when. I'm a detail-oriented big picture thinker who gets kicks from working with other humans on messy, tangled problems. My lingering project management tendencies mean I'll grapple with scope, time...</small>	 Natalie Schmitt <small>Mentor and Mentee</small> <small>Transformed public services with user-centred service design with the Australian and UK Government as the Government Digital Service (GDS). Previously, I've mentored people in as part of the Sandbox program and now I'm excited to do...</small>	 Zhang Min <small>Mentor and Mentee</small> <small>Trained, results driven CEO with a strong focus on delivering value whilst investing for future commercial success and creating value. I have had the opportunity to deliver results and drive change across cultural and geographical...</small>
 Stephanie Hackett <small>Mentor and Mentee</small> <small>As an inspiring and motivating leader, I encourage people to enjoy what they do in the workplace, be accountable for and take ownership of their work, become familiar with the environment they work in, and the important relationships they...</small>	 Levi Considine <small>Mentor and Mentee</small> <small>With over 20 years' experience running major advertising accounts in telecommunications, FMCG, technology, finance, utilities, services and insurance, I started my career at a London PR agency, before changing disciplines to...</small>	 Henry Keebler <small>Mentor and Mentee</small> <small>I am an advertising communications professional with a Bachelor of Commerce (International Marketing in Marketing and Advertising) from Curtin University. My strengths lie in an ability to thrive in a fast-paced environment, time management...</small>
 Eve Streich <small>Mentor and Mentee</small>	 Beau Schneider <small>Mentor and Mentee</small>	 Harry Grimes <small>Mentor and Mentee</small>

Mentoring Success

Your 1:1 Loop

Once you are matched, you will have access to a 1:1 Loop with your mentor/mentee. A Loop is essentially a journal of your mentoring relationship, from where you can **message** your match, [schedule meetings](#), [launch Zoom calls](#), [share files](#) and [set goals](#). Over time, the Loop becomes an online journal of your mentoring experience, so be sure to keep a record of your mentoring meetings in there!

Your 1:1 loop is confidential.

Mentoring Agreement

We recommend setting expectations early on in your mentoring relationship. This adds structure and allows both the mentor and mentee to have a clear understanding of how your mentoring relationship will work.

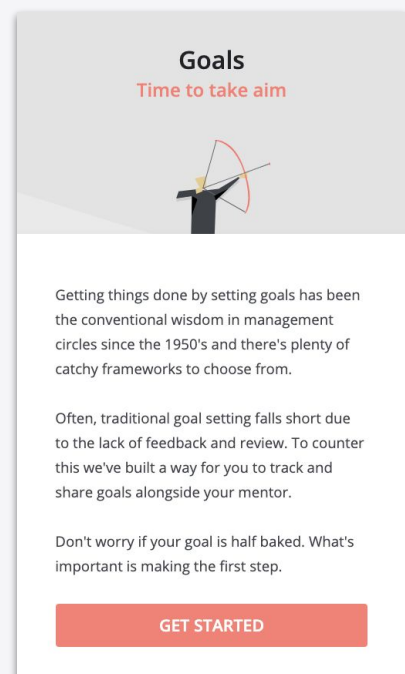
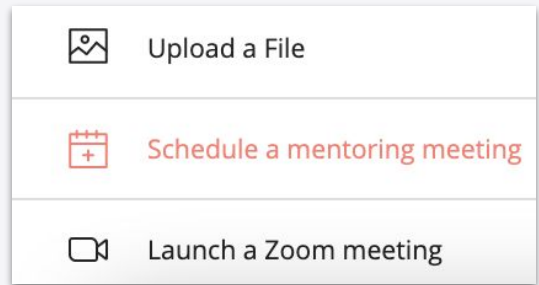
The [mentoring agreement](#) will help you outline your mentoring expectations and set you up for success.

Goal setting

Goal setting is an integral part of the mentoring journey.

Whether you're a mentor, mentee or both you can set goals directly from your Mentorloop dashboard.

We have a range of [resources](#) to help you set goals, including [The Mentorloop Goal-Setting Framework](#) and FAQs on [how to set goals](#)!



Support

Nudges and notifications

Mentorloop will send communications throughout the first six months of your journey, with tips and tricks to keep the momentum going!

We recommend keeping an eye out for messages from your mentor, mentee or Program Coordinator. Notifications will be sent to your email if you are not logged into Mentorloop.

Mentoring Help Hub

Mentorloop is here to help facilitate mentoring within your organisation or community.

You can access our [Help Hub](#) to help you along your mentoring journey or keep up to date with our [blog](#)!

Program Coordinator support

You will have access to a 1:1 Loop with your Program Coordinator who will help you with questions around the program itself.

You will also have access to the Mentorloop Customer Success team who can provide mentoring advice as well as technical support via the chat widget.

