

GHANAIAAN YOUNG PROFESSIONALS UK



MENTORING GUIDE 2021

What is mentoring?

Mentoring is a process of helping another person learn and develop.

This is a great opportunity to support an individual in their personal and professional growth and also enhance your own skills.

The mentee ultimately takes responsibility for their development, the role of a mentor is to guide, advise and support the mentee through this process.

What does a mentor do?

Asks questions and actively listens

Provides information and shares resources/networks with their mentee

Encourages their mentee to reflect on their goals, strengths and weaknesses

Offers constructive criticism

Helps their mentee to develop new skills

Shares their professional experience and what they have learnt

Provides guidance on educational and career development

Celebrates their mentee's achievements

Acknowledges disappointments and provides encouragement

Supports their mentee to identify areas for improvement and further development

First introductions

Get to know your mentee and build a rapport

Establish expectations and explain what your role is

Ask your mentee what their needs are and which are their priorities

Agree with your mentee which issues you will address and set objectives

**Outline your availability. Consider how long for and when you can volunteer your time.
e.g 30 mins every 2 months or as you see fit**

Clarify your boundaries e.g. preferred contact methods.

For more guidance on how to be a good mentor, please see the following resources:

<https://blog.hubspot.com/marketing/mentor-tips-positive-impact>

https://www.mmu.ac.uk/media/mmuacuk/content/documents/human-resources/a-z/guidance-procedures-and-handbooks/Mentoring_Guidelines.pdf

<https://icrs.info/cpd/mentoring/guidelines#What%20are%20the%20benefits?>

What does a mentee do?

Prepares for mentoring sessions in advance by reflecting on their goals and plans.

Listens and respectfully considers any advice and suggestions given

Keeps to time commitments and respects their mentor's time

Sets their boundaries and respects those of their mentor

Takes initiative - ask for feedback where appropriate

Shares the outcome of following their mentor's advice and expresses appreciation for their support

**We hope you will enjoy the experience!
Please keep in touch, all feedback is
appreciated.**

Contact us: info@gyp.org.uk

