

Congratulations on reaching the end point of your mentoring partnership - we do hope that you have enjoyed the relationship and gained satisfaction from the experience.

One of the key frustrations reported by Mentors and Mentee is when a partnership just *'falls out of contact'*, where there is no official closure to the partnership. This is true for both formal and informal partnerships. So, as you reach the end of your formal mentoring activities, we encourage you to meet and discuss the following:

1. Look back at your **Mentoring Partnership Agreement** to review your progress. Use this time to:

- Identify those objectives that were fully met - celebrate this achievement.
- Discuss what objectives still require some development - perhaps discuss how this might happen in the future within the mentoring partnership or outside of it.

2. **Discuss your experiences of the mentoring partnership** including:

- What you have enjoyed from the partnership?
- What you have learnt from the partnership?
- What you feel that you may be doing differently as a result of the partnership?

3. **Discuss what you both want to happen next.** Options might include:

- Continuing in the mentoring partnership with a new agenda or set of objectives
- Ending the partnership and staying in contact informally or on a more ad-hoc basis
- Discussing possible other mentors who might be suitable to connect with in the future
- Ending the partnership and saying goodbye.

If you are in a formal mentoring program, you might also be required to:

- Complete an end of program survey
- Notify the Mentoring Program Coordinator of your future relationship decisions (see above)
- Participate in an end of program activity (eg. breakfast function).

Here are some **additional tips**, specifically for Mentors and Mentees at this stage of a mentoring partnership:

Tips for Mentors	Tips for Mentees
<p><i>Take some time to reflect on what you have learnt about yourself as a mentor and individual.</i></p> <p><i>Consider how you can be involved in the future or take the 'mentoring conversation' back to your day-to-day functions.</i></p> <p><i>Encourage colleagues to consider being a mentor.</i></p>	<p><i>Ensure you thank your mentor for their time and involvement with you.</i></p> <p><i>Consider how you can connect your mentoring experiences to the next 12-months.</i></p> <p><i>Encourage colleagues to consider being a mentee.</i></p>

Regardless of whether you are in a formal or informal mentoring partnership, it's vital that you undertake closing discussions to ensure that you are both clear on the next steps, and that you wrap up this partnership with grace and professionalism.

We hope that you have benefitted from your mentoring experiences!