

## Overview

Thank you for accepting the invitation to be a mentor in support of a mentee in the PSA Mentoring Program. Mentoring programs cannot run within the support of a dedicated group of mentors – so we are very pleased to have you on board. We also hope that you will benefit from the experiences afforded by the mentor role.

As a mentor, you have access to the **Mentoring Education and Resources Hub (MERHub)**. This is an online portal of videos, E-learning modules, fact sheets, conversation maps, tools and templates, and links to information from across the globe. **Please take time to have a good look around the Hub so that you get a feel for the range of mentoring education and resources on offer to you.**



**To help you get started as a mentor, here's five quick steps** to ensure you commence the mentoring journey in a confident, prepared and planned way.

### Step 1: Reflection and Preparation

Before you get your partnership underway, we encourage you to pause and just reflect on your own knowledge and experience in mentoring, what you hope to bring to the mentor role and why you decided to be a mentor. As this is a unique, offline relationship (eg. You are not mentoring someone for whom you have managerial responsibility), it's important to be clear in your own mind about your approach as a mentor. To do this, we suggest two potential pathways for you:

- **If you have about an hour of time** – complete the **Mentor Orientation**, Five Habits of Successful Mentors (E-learning module). You'll find this is a comprehensive overview on the key habits of successful mentors.
- **If time is limited** – then as a first step watch the video *Leading the Way as a Mentor* from the video education library. This video helps you to revisit how to prepare well to engage as a mentor. You'll find this video on the video link.

You might also like to download the Mentor Skills Toolkit (available via the Tools-Templates link on the Hub) – which offers some additional ideas and thoughts on your mentor role.

We also suggest that you consider how you will handle one of the biggest challenges in a formal mentoring partnership – TIME! It's one of the most commonly cited reasons for partnerships not flourishing. We encourage you to discuss time and priority with your mentee to ensure that you both agree on the priority of the activity for you both.

### Step 2: Self Awareness

One of the key attributes of successful mentors is a high degree of self-awareness. This is all about understanding who you are as a person – being aware of your own style, attributes, opinions, experiences, attitudes and knowledge. We encourage you to complete the personal **SWOT analysis** as a way in which to strengthen your personal self-awareness and to be in tune with this when you are mentoring. When you engage as a mentor, it's about understanding that the key driver for your mentoring conversations will be the vision and objectives of the mentee – not a budget, job description or set of key performance indicators.

**If you completed the Mentor Orientation E-learning module you'll be prompted to complete the SWOT analysis as a learning activity OR you can download the tool from the Tools-Templates link.**

### Step 3: Partnership First Steps

Once you have received notification about who you are mentoring, you need to be 'on the lookout' for contact from your mentee. In the first instance your mentee may be a little shy about making contact with someone they don't know well. This can happen to even the most confident of mentees! So please demonstrate a welcoming and hospitable manner that helps them to feel at ease when they do make contact with you.

Remember – your mentee may need some additional encouragement in the early stages of a mentoring partnership to really take up the self-directed nature of the mentee role. As part of your starting conversations, you might also share your resume (and ask if you could see theirs) as a first step to getting to know one another.

**At your first meeting**, plan to talk about topics such as: background and getting to know one another; expectations of one another in the mentoring relationship; and your mentee's focus areas for development. This first meeting is a great time to get to know more about the areas your mentee is interested in developing. You might like to ask them if they have done any brainstorming (such as completing the Mentoring Ideas Plan, found on the Support Menu under Tools-Templates) so that you can work together to fine-tune the areas of focus for the mentoring relationship. **You might like to use the First Meeting Agenda Guide found under the Tools-Templates link.**

Plus - this is a good time to watch the *Gaining Agreement in your Mentoring Partnership* video as preparation for completing your Mentoring Partnership Agreement.

### Step 4: Partnership Agreement

Once you've had your first meeting, we suggest that you and your mentor then complete your **Mentoring Partnership Agreement (MPA)**. If you didn't have time to watch the video about this (Step 3) – then now is a good time to do this. Remember – the MPA is not a legal document BUT rather a professional agreement between the two of you. It helps your partnership to really start off with a clear vision of the future. A copy of the Mentoring Partnership Agreement is on the Hub, via the Tools-Templates link.

**Plus – don't forget to send your Mentoring Program Coordinator a copy of your completed MPA.** There's no judgement on this – it just helps us to know that you are officially underway and to understand more about how we might assist you along your mentoring journey.

### Step 5: Conversation and Action

Our suggested final step is to watch the video *Balancing the Mentoring Conversation* and to really get motivated about setting a regular mentoring conversation schedule with your mentee and consider how you will help to balance mentoring conversations between topics that relate to support for the 'now' and support for the 'future'.

As part of this step, consider these ideas:

- Set a **regular meeting schedule** and put this in your diary to ensure visibility of this commitment.
- Review the **Mentoring Conversation Maps and Mentoring Fact Sheets** (PDF documents on the resources website available under the Tools tab) for some ideas on questions that could guide your conversations on common mentoring topics.
- **Ask your mentee to email you a few days prior** to each of your mentoring conversations with an overview of what they would like to focus on – this helps you both to prepare for and then engage quickly into your conversation.
- **Check back regularly on your Mentoring Partnership Agreement** and your **mentee's mentoring objectives** – aim to keep on track so that you achieve what you have set out to.

## And a Few Final Tips ...

**Just as a quick reminder for you – remember these things as a mentor:**

- **Mentoring is an offline, developmental relationship that is driven by the needs of the mentee** – so support but don't direct too much to ensure your mentee has an opportunity to set the direction of the partnership.
- **Mentoring is not a panacea for everything** – so ensure that you are realistic about the scope of your mentor role.
- **Mentoring is not limited to the program** – so encourage your mentee to continue to build other developmental relationships with those around them.

You might also like to look at the **additional videos, links and tools** that are available to you in the Mentoring Education and Resources Hub under the **Global Ideas tab**. While these are not all mentoring specific – they do focus on content that is supportive of common mentoring conversation themes.

**We wish you all the very best for the future and look forward to hearing of your successful mentoring experiences.**

## Personal Thoughts ...

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