

Once you have been meeting for a few months, it's useful to review your progress and confirm that both of you are comfortable in the arrangements that have been made and that you can both see value in continuing the relationship.

We suggest that at the three-month mark of a 12-month mentoring partnership, you take time during one of your mentoring activities to do a quick monitoring checkpoint. Here are some ideas to guide your discussion:

- How are our **meetings and logistical arrangements** working? What's going well? What do we want to change?
- How is our **partnership progressing**? Are we getting to know one another and do we have some synergy together?
- Are we starting to **work towards our objectives**? Can we identify something we've put some work into and which has made a difference or been achieved?
- What **further information or support** do we need to make our partnership successful in the coming months?
- Is there anything happening at work or at home which would **preclude us from working together** in the coming months? (eg. annual leave, health issues, work activities)?
- What are we **enjoying** about the mentoring partnership? What's **frustrating**? What can we do to **solve it**?
- And you could finish with these **three questions**:
  - What should we **stop doing**?
  - What should we **keep doing**?
  - What should we **start doing**?

#### What to do if you decide to end the partnership at this point ...

Sometimes, a partnership may both agree to end the partnership at this point. To help you through this time, please find below some ideas relating to the type of mentoring partnership you are involved in.

**If you are part of a formal mentoring program, we suggest the following steps to ending your partnership at this point:**

- Discuss and agree upon the change with your mentoring partner—remember a graceful and professional end is important
- Contact your Mentoring Program Coordinator to:
  - Advise of the decision
  - Provide feedback on the reason for the decision
  - Discuss possible alternative mentoring support options (eg. another mentoring partner).

**If you are in an informal but focussed mentoring partnership (eg. not part of a formal program), we suggest the following steps to ending your partnership at this point:**

- Discuss and agree upon the change with your mentoring partner—remember a graceful and professional end is important
- Consider or discuss within your networks who might be able to support the mentee (eg. through mentor networks)
- Thank each other for the opportunity and wrap-up the partnership.