**Types of Mentoring Relationship**

**Informal, long term**

Consists of being available as needed to discuss problems, to listen or share knowledge.

**Highly structured, short term**

The Relationship is formally established for a short period of time, often to meet specific objectives.

**Highly structured, long term**

Often used for succession planning, grooming someone to take over a departing person’s position or a role.

**Informal, short term**

This type of mentoring ranges from spontaneous advice to as-needed counselling. There may be an ongoing relationship.

**Formality of Relationship**

**Length of Intervention**

No Structure

**H**ighly Structured

Short-term spontaneous

Long- Term

**Agenda for Initial Meeting – For Mentor**

* Get to know each other
* Understand the mentee’s goals – what do they hope to gain from the mentoring relationship? What are their expectations of the mentor’s role?
* Timescales – establish realistic timescales for meetings and opportunities to review progress

**10 things for Mentee’s to consider**

1. Know your goals
2. Assess whether the mentor allocated you is well suited to help you achieve your goals
3. Discuss mutual goals and expectations with your mentor from the onset
4. Always be professional
5. Be open to receiving and giving feedback
6. Recognize that your path is your responsibility
7. Communication is key
8. Arrange periodic catch up meetings
9. Avoid burning bridges if it’s time to move on
10. Make the most of the mentoring relationship

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| **Mentoring Action Plan Worksheet** |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Career Goal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Knowledge to Gain/Skills to Build/Attitudes to Develop to Accomplish my Career Goal.**  (*What must I acquire/improve*?) | **Projected Outcome**  (*How will I know I did it*?) | **Action Steps**  (*How will I actually gain/build/develop these?)* | Resources Needed  (Besides the help of my mentor, I will need what?) | Target Completion Date  (When will I be there | |  |  |  |  |  | |  |  |  |  |  | |