

Mentee Toolkit

This toolkit is designed to provide a framework of support for mentees. It offers a series of useful and practical steps to take, to ensure that PraxisAuril's mentoring –

- * aligns with the agreed learning objectives established at the start of the planning process
- * makes best use of Mentor and Mentee time
- * supports individual career development

Working within this process, you have considerable freedom to build your relationship with your Mentor over the 10-week period. However, all relationships are different and have different shelf-lives, some will naturally run a short course and can be more effective than an over-extended relationship that is no longer beneficial to either party. Provided any changes are driven by the evidence and feedback from your feedback sessions together and the objectives established at the outset. Should you require more than the allotted 10-week period, please inform the PraxisAuril executive team as soon as possible.

How it works

The toolkit starts with an overall picture of what you can expect from PraxisAuril's Mentoring Programme. It describes the **key steps** in the programme, including some suggested **timelines** for keeping in touch with your Mentor.

Before you start, it's a really good idea to clarify roles and agree on a communication strategy. This should include feedback sessions between you & your Mentor, which will be reviewed (anonymously by PDPM & PDC) to ensure needs and standards are being met.

What do you need to know?

Your Mentor should act as a source of technical/professional knowledge, to promote and encourage good behaviours, to provide constructive feedback, to encourage the achievement of goals and boost morale, to challenge assumptions and encourage alternative thinking.

You should: be honest and open. Be eager to learn. Have patience, and be prepared to step out of your comfort zone – take some risks. Have a positive attitude. Be prepared to absorb knowledge and have the ambition and desire to know what to do with this knowledge. Take the initiative to ask for help/advice on tackling challenging assignments/projects. Be considerate and respectful.

Tell your Mentor how you would like to receive feedback (humour? Critical? Bullet points?) Don't be defensive, thank your Mentor for spending time with you. If you GENUINELY feel that the relationship is not beneficial, please raise with the PDPM in the Executive Team.

Five Phase Mentoring Relationship Model[®]

Phase One: Purpose

*Why do I want a mentor?
Why do I want to be a mentor?*

Phase Two: Engagement

*Finding and Being a Mentor
How do I begin?*

Phase Three: Planning

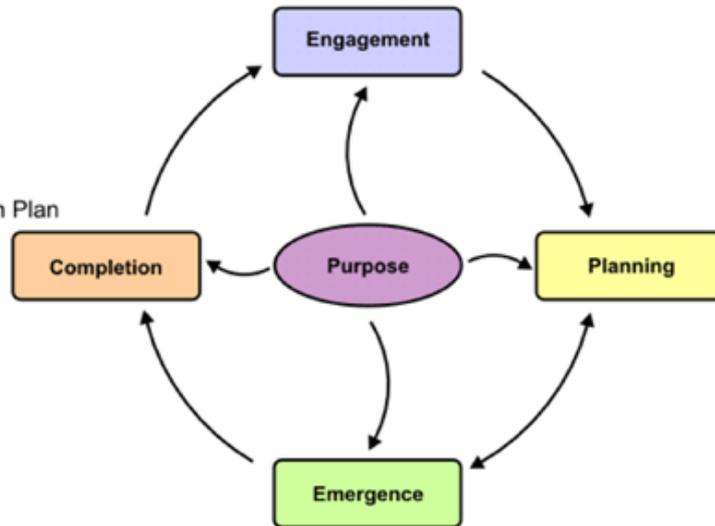
*Developing your Mentoring Action Plan
How can I achieve my goals?
How will we work together?*

Phase Four: Emergence

*Engaging in the Conversation
How am I doing?
What are we learning?*

Phase Five: Completion

*Celebrating Accomplishments
What are my next steps?*



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Phase One & Two are supported through PraxisAuril Professional Development Committee & Executive Team. They will put you in touch with an appropriate Mentor at which point you can begin together by

Identifying key markers

- When you are first matched, you should consider preparing in advance 3 (max) aims that you would like to achieve in this 10-week programme. Putting these aims onto a Plan should help structure your first contact meeting/call
- Action plans. Some structure should be agreed upon; how often you will talk, when face-to-face meetings will take place, how/when actions should be completed by
- Clarify aims and objectives (what you & your Mentor wish to achieve)

Once you've identified specific areas work on, you can establish and

Agree objectives & goals

- This is a vital step, as it gives you both the opportunity to define a primary set of parameters for your relationship
- Discuss how you intend to offer feedback and constructive counsel to ensure your ways of working will be cohesive
- Discuss strategies with options for action and their consequences
- The aim should be to help you develop (a process, or key skills, or with a project for example). You should set your agenda based on your own developmental needs and your Mentor will provide insight and guidance helping achieve your desired goals.

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Create an outline Programme Plan

Start by creating a Plan to give to your Mentor (you will receive a guidance plan from the executive team). This should outline your identified goals, with proposed action plans.

Consider your own communication style, be honest with what works for you. How will you structure your time? How often would you like to meet/talk?

RTTP (International standard for Professional Competence & Experience of KT/KE/TT practitioners)

The Candidate Pathway requires that you develop a career aspirational plan – Mentoring can help you to achieve this as a framework to effectively plan your development. This will need to be signed off by your line manager.

Devise a feedback strategy

Feedback from your sessions should be recorded on your Programme Plan for you & your mentor to review & compare against your aims. Final feedback is collected through an evaluation form at the end of the 10-week period.

If you have any suggestions for improvements or examples of good practice that you would like to be considered for inclusion within the Mentoring Programme, please contact the Executive Office.

This Toolkit is 'owned' by (PraxisAuril) Professional Development Programme Manager (PDPM), who will review it at regular intervals in consultation with the Professional Development Committee (PDC) to ensure its continued relevance and that the volunteers do not find the process too onerous.