

Setting up a mentoring relationship

Mentors are experts in their field. They share their valuable skills, knowledge, experience and perspective to help others learn, grow and improve.

Responsibilities of a MENTOR	Responsibilities of a MENTEE
<ul style="list-style-type: none"> Role model Leads by example and is respected for both their job expertise and their behaviour. Goal focus Provides focus and direction so that time invested is realistic, purposeful and delivers results. Influence learning Understands that people are different and uses a range of skills to learn what makes the person tick, helping them become the best version of themselves. Constructive feedback Offers balanced feedback that is constructive and objective, leading to improvement in skills, confidence and self belief. Support and challenge Judges when to challenge and stretch the mentee to reach their potential, while also providing the appropriate level of support and encouragement. Monitor progress Understands that it is their responsibility to play an active part in the mentee's journey and hold them accountable for their progress – success requires consistency. 	<ul style="list-style-type: none"> Willing to learn Have an open mind and be prepared to consider new and different ways of working. Be an active listener Before speaking, listen. Avoid interrupting. Ask questions to check own understanding. Take action Don't wait for things to happen, be proactive and demonstrate commitment to your own personal development and professional growth. Seek feedback View feedback as an opportunity to learn and improve. Good mentors give feedback, but if you need more, don't hesitate to ask! Avoid taking feedback personally. Remember your mentor is your ally and your success is their success. Respect your mentor's time Appreciate that your mentor also has their own job to do so their time is precious. Avoid changing plans at the last minute or expecting your mentor to be available 24/7. Know when to let go Avoid becoming dependent on your mentor. Plan to get the most out of the relationship but know when it is time to let go and stand on your own two feet.

Checklist agreement

1. Be clear about what the mentoring is set up to achieve	
2. Mentee Confirm when and where the mentoring will take place	
3. Agree what you need from each other to make this work	
4. Decide how you will monitor and review progress	

Produced for you by:

AHDB
Stoneleigh Park
Kenilworth
Warwickshire
CV8 2TL

T 024 7669 2051
E comms@ahdb.org.uk
W ahdb.org.uk



If you no longer wish to receive this information, please email us on comms@ahdb.org.uk

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