

Mentoring guidelines

This matrix outlines key considerations across a range of mentoring types.

| Considerations | Overview | Informal | Semi-formal | Formal |
|-------------------------|---|--|--|---|
| Mentees / accessibility | <ul style="list-style-type: none"> ≥ Identify mentees or is the process available to all? (linked to objectives) ≥ Consider entrenched bias ≥ Consider compatibility and skillset | <ul style="list-style-type: none"> ≥ Project leads ≥ Directors ≥ More senior staff ≥ Team members | <ul style="list-style-type: none"> ≥ Participants in structured process (selected) yet informal within the process ≥ Project leads ≥ Directors ≥ More senior staff, team members | <ul style="list-style-type: none"> ≥ As selected |
| Pairing methodology | <ul style="list-style-type: none"> ≥ Identify participants (linked to objectives) ≥ Consider compatibility and skillsets ≥ Consider entrenched bias ≥ Consider availability (do you need to go externally?) ≥ Skills matrix developed by group may be invaluable | <ul style="list-style-type: none"> ≥ As part of selecting an appropriate project team ≥ Some team members may be better at sharing skills and experience with less experienced staff (this is also a skill to be mentored) | <ul style="list-style-type: none"> ≥ Group assembled in relation to a particular topic ≥ Range of views and experience in relation to topic ≥ Facilitator | <ul style="list-style-type: none"> ≥ As selected |
| Communication | <ul style="list-style-type: none"> ≥ How do participants meet and communicate? ≥ What software is required to facilitate this? | <ul style="list-style-type: none"> ≥ As required for the project ≥ Potentially encourage greater participation in meetings through VC ≥ Greater transparency in written communication (emails) | <ul style="list-style-type: none"> ≥ Meetings about selected topics ≥ Maybe virtual or in person ≥ Follow on correspondence (minutes?) to record outcomes | <ul style="list-style-type: none"> ≥ As selected |
| Challenges | <ul style="list-style-type: none"> ≥ What are the obstacles and impediments for mentoring? ≥ How do you manage and minimise the impact of entrenched bias, limiting participation, as well as understanding skillsets and the worth of skillsets? | <ul style="list-style-type: none"> ≥ Tends to encourage the status quo rather than change ≥ Self selecting relationships may have the potential to reinforce existing preconceptions | <ul style="list-style-type: none"> ≥ Poor communication within the group ≥ Poor selection of the group ≥ Ineffective chairing of the group | <ul style="list-style-type: none"> ≥ Unsuccessful pairings or relationship ≥ Damaging/unhealthy pairings or relationships |
| Confidentiality | <ul style="list-style-type: none"> ≥ What is the practice policy on confidentiality between participants? ≥ What is the transparency of the process to the practice? | | | |