

# Mentoring participant guidelines

Considerations for each participant in a mentoring program – the organiser, the mentor and the mentee.

Mentoring participant guidelines broadly describe the differing roles of the mentor and mentee. Prompts help guide each participant’s response to a range of issues.

For a mentoring relationship to be successful, each participant needs to have a clear understanding of what they are hoping to achieve from the process and how they want to get there. These ambitions need to be clearly discussed and made transparent to the other participant.

Considerations	Mentor	Mentee
<b>Objectives</b>	<ul style="list-style-type: none"> <li>≥ What are the participant’s objectives? This is key to pairing.</li> <li>≥ Skills</li> <li>≥ Experience</li> <li>≥ Guidance</li> <li>≥ Contacts / connections?</li> <li>≥ What skills do they have that the mentee may benefit from?</li> </ul>	<ul style="list-style-type: none"> <li>≥ What are the participant’s objectives? This is key to pairing.</li> <li>≥ Skills</li> <li>≥ Experience</li> <li>≥ Guidance</li> <li>≥ Contacts / connections?</li> <li>≥ What are their gaps?</li> <li>≥ What do they offer the mentor?</li> </ul>
<b>Frequency/duration</b>	<ul style="list-style-type: none"> <li>≥ How much time do they have to commit?</li> <li>≥ What are their objectives in terms of their program /expectations for growth? (this may need to be managed)</li> </ul>	<ul style="list-style-type: none"> <li>≥ How much time do they have to commit?</li> </ul>
<b>Pairing methodology</b>	<ul style="list-style-type: none"> <li>≥ See objectives above</li> <li>≥ What are they looking for in a mentee?</li> <li>≥ Compatible personality types and communication styles</li> </ul>	<ul style="list-style-type: none"> <li>≥ See objectives above</li> <li>≥ What are they looking for in a mentor?</li> <li>≥ Compatible personality types and communication styles</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>≥ To be agreed between participants but they may have a preference</li> </ul>	<ul style="list-style-type: none"> <li>≥ To be agreed between participants but they may have a preference</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>≥ What is their position on confidentiality? A clear shared understanding of this underpins trust between participants.</li> </ul>	<ul style="list-style-type: none"> <li>≥ What is their position on confidentiality? A clear shared understanding of this underpins trust between participants.</li> </ul>