

WHAT IS MENTORING?



Mentoring is a **ONE-TO-ONE RELATIONSHIP** between an experienced professional (**MENTOR**) who shares their knowledge, skills and experience with a less experienced professional (**MENTEE**) to assist in their career progression.



MENTEE

Embark on the exercise only when you can make the commitment to prepare, attend meetings and take action after meetings. A mentee needs to be capable of clear self-assessment and to look honestly at their strengths and weaknesses as these form part of the discussion with the mentor.



MENTOR

Mentors commit to a mentee for a set period and invest time in getting to know the mentee, their capabilities, interests and ambitions. The mentor will be knowledgeable in their field and pass on wisdom gained through their own business experiences.



The mentor explores with the mentee their current career situation, what they wish to achieve and how they go about doing this but does not prescribe solutions or career routes.



HOW THE MENTOR HELPS



CAREER INTRODUCTIONS



CORPORATE UNDERSTANDING



PROBLEM SOLVING



OVERCOME HURDLES



EXPLORE WORK METHODS



CAREER PLANNING



My mentor introduced me to an amazing firm of career coaches which brought me in contact with a number of networks for senior executives.



Mike Astell, Director, Centrica Energy



My mentor was a great support in dealing with some pretty thorny issues. He also plays a pretty mean game of squash!



Tim Lewis, Account Director, Siemens Energy

PLANNING AND INSIGHT

Mentoring is about long range career planning or strategic business challenges. The mentor provides support and advice that enables the mentee to forge ahead with their ambition. In the mentoring relationship, the mentee actively manages the two-way process of exploration and discussion, making the most of the highly experienced professional at their disposal.

GET TO KNOW EACH OTHER AND BUILD TRUST

The mentoring partners agree:

- Duration of the mentoring period
- Contact plan – eg regular meetings, phone, email contact
- Frequency of contact • Length of meetings • Location of meetings
- Content of meetings • Expectations of each other

GOAL SETTING

THE MENTEE SHOULD TALK ABOUT THEIR VISION FOR THE FUTURE, ASPIRATIONS, WHERE THEY ARE NOW AND WHERE THEY WANT TO GO.



The mentor will help the mentee develop a career plan with goals, targets and time frames. During this process, the mentee will reflect on their experiences, strengths, weaknesses, opportunities and threats, and determine how mentoring can help them progress. This may involve building new skills and confidence, new ways of working, and wider networking that could open doors to the following:



“ Agreeing to talk at quite frequent intervals has been effective in making me set aside time for my personal development. As a part of each discussion is a progress review, I make sure that I have followed up on the advice my mentor has given me before we next speak. ”

Mark Oliver, Managing Director B&H UK Limited

At the end of the process, the mentee should feel strengthened by the experience, be able to see things with greater clarity, have a defined career path and be able to continue independently.

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