

TOP 10

EXPECTATIONS & RESPONSIBILITIES

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Communicate. Email your mentor within 7 days of formal relationship notification. **1**

Contracting. Agree with your mentor the method of communications, timings and limits on discussion topics. **2**

Be flexible for your meetings. As a mentee, be flexible to meet your mentor. This might include meetings in and outside of the working week. Limit rescheduling. If required, give plenty of notice. **3**

Compatibility check. Have 3 proper interactions with your mentor before making any judgement. **4**

Stay in touch. Keep in contact with your mentor approximately every 6-8 weeks. **5**

Prepare and log your meetings. Prepare and send an agenda to your mentor then follow-up with an action plan. **6**

Flag potential issues. Bring to the attention of WBS any lack of contact, worries or concerns you might have. **7**

Understand well the role of mentors. As a mentee, you should understand that mentors are not recruitment consultants, financial advisors, investors or providers of a network or list of contacts. **8**

Re-calibrate your plan as you go. Review goals and objectives at the Year 1 point. **9**

Be yourself. Be open, honest and share. **10**

TOP 10 EXPECTATIONS & RESPONSIBILITIES

MENTORS

- 1 Communicate timely.** Respond to mentee communications within 3-4 days.
- 2 Contracting.** Agree with mentee on method of communications, timing, times to avoid and topic discussion limitations.
- 3 F2F interaction.** Within the first month, have at least one face to face interaction; either via Skype or in person.
- 4 Keep in touch.** Stay in contact with your mentee.
- 5 Compatibility check.** Have 3 proper interactions with your mentee before making any judgements of incompatibility.
- 6 Make yourself available.** Allow up to 2-3 hours contact time a month during the 2 year programme.
- 7 Flag no contact issues.** Bring to the attention of WBS or WBS Mentoring Steering Committee any no contact issues with a mentee for more than 2 months or any other worries or concerns.
- 8 Be a critical friend.** Be open, honest and share as and when appropriate.
- 9 Use the mentoring toolkit.** Utilise LinkedIn network and mentoring tools available on the mentoring web page, as appropriate.
- 10 Be a good listener.** Listen, remain non-judgemental and instil confidence in the mentee to help them make the decisions to achieve their goals.