

## Mentoring Flow Chart

### Action

#### Planning your meeting

**Mentee:** your responsibility is to

- Plan the time, location and mentor availability
- List your questions
- Prepare the contract, worksheet, record of meetings

**Mentor:**

- Complete the mentoring skills self-assessment
- Read through the mentoring questions
- Read through the communication skills required
- Also look at the contract, worksheet, record

Your meetings:

- Relationship building
- Agree confidentiality and establish boundaries
- Agree objectives and length of mentor/mentee relationship
- Sign contract
- Record discussions and reflections
- Discuss how the relationship will progress – plan/do/review

Review

- Plan your end of mentoring meeting
- Discuss progression made
- Record the meeting and outcomes
- Or if there has been an unplanned ending - record