

Guide for Mentors

This guide provides an overview of the mentoring process for mentors. The advice presented in this document is based on the Mentoring Training provided by Katie Hewitt on 6/03/2015.

Before

- Organise mentoring meetings:
 - a. Decide on the meeting frequency based on what works best for you and the mentee. As a guideline, a monthly meeting is suggested for new lab post-docs.
 - b. Agree length of meeting.
 - c. Ask if there is something specific the mentee wishes to discuss.
- Select a suitable location in consultation with your mentee, which could be over a cup of coffee at West Cafe or a private discussion in a seminar room.

During

A typical mentoring meeting will be structured as follows, although flexibility is encouraged depending on the circumstances of the meeting:

1. Identify the aim of the meeting.
2. Analyse what the current situation is really like.
 - a. Consider the emotions attached to the situation – for example, are they angry, frustrated, discouraged, optimistic, or confident?
 - b. This will result in iterating to identify the real purpose of the meeting.
3. Explore possibilities and identify preferred options
 - a. Allow the mentee to set the pace of the discussion, and define where the conversation goes.
 - b. Give the mentee space to talk, and tolerate the silences – learn to hold your tongue!
 - c. Your interventions may be informative if you are well versed in a subject. However, remember that the mentee is an expert on their own lives, so while self disclosure can be helpful, do not prescribe your own solutions – let them find their own!
 - d. Be supportive.
4. Decide on specific objectives that your mentee can target before the next meeting. Not all meetings need to lead to defined objectives.
5. Encourage, but do not force, your mentee to give you feedback about the direction, progress and value of your mentoring.

After

- Record the time and length of the meeting on the online form 'Record a Meeting' on the Moodle page: <https://www.vle.cam.ac.uk/course/view.php?id=84541>
- Plan how you wish to progress the discussion at the next meeting.

Remember

- **Treat your discussions in strict confidence.**
- If you decide to take notes during the meeting, ensure this is acceptable to your mentee.
- If there is something you wish to feedback about the mentoring process, have concerns about your mentoring relationship, or simply wish to provide us with ideas on how Whittle Lab mentoring may be improved, contact us via the 'Anonymous Feedback' online form: <https://www.vle.cam.ac.uk/course/view.php?id=84541>