



Mentoring – **Mentee** Overview & Guidelines – May 2019

Overview

Mentors inspire, encourage, and support you, and contribute to your professional and personal development. You can expect to strengthen and build your network, and gain the skills and confidence necessary to excel.

Mentee DOs

1. TAKE A PROACTIVE ROLE IN SHAPING THE RELATIONSHIP
2. Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor. Balance personal and professional relationship with your mentor.
3. Be aware of the scope of the mentoring relationship prior to engaging. Many initial engagements are for a period of 3 months.
4. Set aside time for the mentoring process, keep all scheduled appointments with your mentor and display professional behaviour.
5. PUT THE TIME WITH MENTOR TO THE BEST USE. Come to meetings with mentor prepared with planned topics.
6. Respond in a timely manner to your mentor's feedback. Respond to emails from your mentor at most two days after receipt.
7. Be open and honest with your mentor about your challenges and weaknesses.
8. If something concerning the mentor needs to be discussed with others, it should first be discussed within the mentoring relationship.

Mentee DON'Ts

1. Ask for advice on everything. Have a purpose in each request.
2. Blame the mentor if his or her advice doesn't work out.
3. Expect the mentor to know all the answers.
4. Commit yourself to obligations you cannot keep.
5. Cancel meetings/visits with your mentor at the last minute.



Frequently Asked Questions

- **How do I choose a Mentor?** First complete and submit your mentor program registration with information on your business and the help that you are looking for. Make sure there is enough information to help us identify a suitable.
- **How long will the mentors be available?** SBP provides different types of mentoring, from single sessions to commitments of up to three months. It is possible to extend the mentoring relationship if both parties agree. If a mentor must leave the relationship early, we request at least one month's notice in order to search for a replacement mentor with similar background.
- **Relationship is not going well or I am concerned about the relationship - what to do?** We encourage you to let the mentor know about the situation. You can also contact info@sbp.org.au and we will work with you to resolve the matter, including swapping mentors if that's appropriate. We will provide our full support to resolve the situation in a positive and satisfactory manner.

Administration Fee

There is a nominal administration fee of \$95 payable by the mentee to SBP as part of the program. There are no other fees

The SBP Mentoring Pack

SBP provides a mentoring pack to assist both the mentors and the mentees through the program. The SBP Mentoring Pack contains:

1. These guidelines
2. A mentor/mentee Agreement form to be completed, signed by both parties and forwarded to info@sbp.org.au by **the mentor**.
3. A mentee information form for Meeting 1
4. A mentoring session form which can be used as a guide for subsequent meetings
5. At the end of the agreed completion date both mentor and mentee will be sent a final feedback survey which can be completed online.