

How Does the Mentoring Process Work?

Mentoring is a great way to boost your career, either as a mentee working with a more experienced mentor to guide and support you through career challenges; or as a mentor using your skills and experience to help mentees whilst gaining new perspectives.

Our mentoring platform is designed to help you connect and get the best out of a mentoring relationship.

Register

The first step is to register on our mentoring platform; to do that simply click and register as either a mentor, mentee or both.

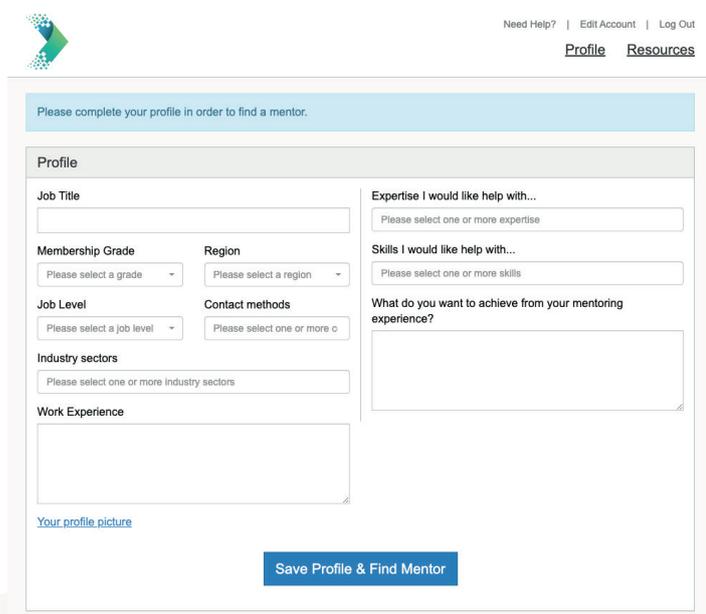
Profile

Once you have registered, the next step is to complete your profile. For mentors this information will help us to match you to mentees who are looking for your skills and experience, for mentees it provides the information to enable us to suggest potential mentors based on the matching criteria you select.

It is important to be as specific as possible and to keep your profile up to date to help get the closest match and get the best out of the relationship.

Search

Once a mentee has completed their profile, they will be shown a broad list of potential mentors who match the criteria they selected, with the closest matches at the top of the list, moving down the list to show mentors who meet some of the criteria, but not all. The mentee can change the search criteria and narrow the search down by selecting specific criteria to do an exact match.



Need Help? | Edit Account | Log Out

[Profile](#) [Resources](#)

Please complete your profile in order to find a mentor.

Profile

Job Title

Membership Grade Region

Job Level Contact methods

Industry sectors

Work Experience

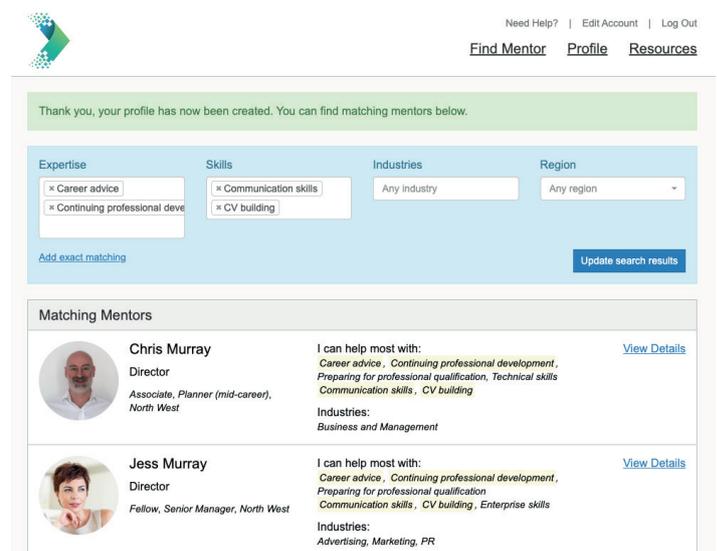
[Your profile picture](#)

[Save Profile & Find Mentor](#)

Expertise I would like help with...

Skills I would like help with...

What do you want to achieve from your mentoring experience?



Need Help? | Edit Account | Log Out

[Find Mentor](#) [Profile](#) [Resources](#)

Thank you, your profile has now been created. You can find matching mentors below.

Expertise: Skills: Industries: Region:

[Add exact matching](#) [Update search results](#)

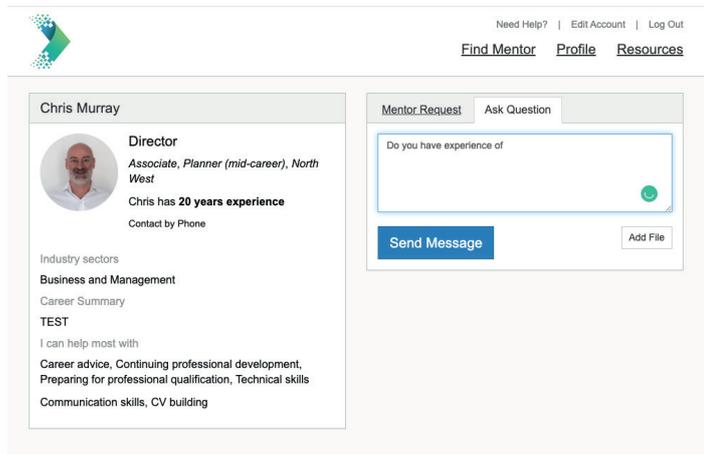
Matching Mentors

	<p>Chris Murray Director Associate, Planner (mid-career), North West</p>	<p>I can help most with: Career advice, Continuing professional development, Preparing for professional qualification, Technical skills, Communication skills, CV building</p> <p>Industries: Business and Management</p>	View Details
	<p>Jess Murray Director Fellow, Senior Manager, North West</p>	<p>I can help most with: Career advice, Continuing professional development, Preparing for professional qualification, Communication skills, CV building, Enterprise skills</p> <p>Industries: Advertising, Marketing, PR</p>	View Details

How Does the Mentoring Process Work?

Ask a Question

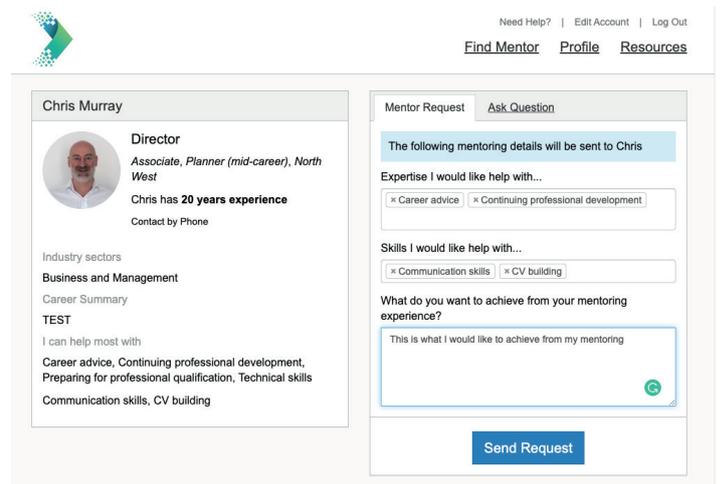
Mentees can then view the mentor’s profile and have the option to just ask them a question, this could be to help solve a specific issue or it may be to ask a question around the mentor’s experience, in order to determine if that mentor would be the best match for them.



Request

Once a mentee is satisfied that they have found an appropriate mentor they can send a mentoring request. It’s a good idea to use the edit function to add in a little bit more detail around what type of support is required and why the mentee thinks the mentor would be a good match.

The mentor will be sent an email alert asking them to review the mentoring request and to respond by either accepting it or declining. Mentors can use our messaging function to contact the mentee prior to accepting if they feel they need to clarify anything before making their decision. If a mentor does decline, the mentee is informed and can choose an alternative mentor to send a mentoring request to.



How Does the Mentoring Process Work?

Arrange a Meeting

Once a mentor accepts a mentoring request the mentee is informed and at this point both the mentor and mentee can find each other's contact details on the relationship dashboard. The mentee is asked to contact the mentor to arrange the first conversation.

If at any point either mentee or mentor decides they no longer wish to continue the relationship they can withdraw using the withdraw function under the Actions section of the relationship dashboard.

Need Help? | Edit Account | Log Out

[Relationships](#) [Find Mentor](#) [Profile](#) [Resources](#)

Create meeting with Chris Murray

Starts 16-02-2021 13:00 **Ends** 16-02-2021 13:00

Title 1st Conversation

Method Skype

Enter meeting details

Agenda
Discussion Point 1
Discussion Point 2

Send details to mentor

Save

1st Conversation Preparation

Your first mentoring conversation is a very important one as it will help you to get your relationship off to a good start. As part of our first conversation preparation you will find videos, guides and checklists of things to cover during your initial conversation(s). Just click on Next Step on your relationship dashboard to access all this information.

Your first conversation

To be most effective the mentoring conversation needs to focus on setting and achieving goals, exploring issues and making informed decisions.

The following set of tools will guide you through some key points to cover at your first meeting and provide you with some tips on how to get your relationship off to a good start by building rapport and trust.

They will also help you to clearly identify the issues and challenges faced and set clear goals for the mentoring process.

First conversation preparation

- [Confidentiality](#)
- [Clarifying roles](#)
- [Making the relationship work](#)

How Does the Mentoring Process Work?

Smart Goal Setting

Once you have arranged your first conversation you can start to prepare for the meeting using some of our first conversation preparation tools. These are designed to help you get your mentoring relationship off to a great start. You can access these tools at any time under the [Goals](#) section of your relationship dashboard.

Embarking on a mentoring relationship without setting goals is rather like setting off on a journey without deciding where you are going, and just hoping you will get there. This is why we place quite a lot of emphasis on setting SMART goals at the outset of your mentoring relationship and we provide you with tools to help you do this.

Define the challenge

Mentoring needs to have a purpose, so discuss broad aims from the outset and clearly identify the scope of the issues that you need to work on. At the heart of the mentoring conversation there are 2 key questions.

1. Where are you now?

To identify this you can use a number of tools:

SWOT

A good place to start your mentoring journey is to understand your strengths and weaknesses and identify opportunities and threats.

[Use SWOT](#)

THE G-STAR MODEL

This is a particularly useful technique in mentoring. Use it to explore a particular issue with your mentor – it can often be a fast track to the real answers you are looking for.

[Use G-STAR](#)

2. Where do you want to be?

SET SMART GOALS

Once you have clearly identified the issues and challenges that you are facing the next step is to set goals and milestones that you can work towards during the mentoring journey. This will help to give a focus and ensure that your mentoring relationship doesn't stall or become side tracked.

[Use SMART Goals](#)

Goal Progression

Once the goals have been set the main part of your mentoring journey will be to make progress towards achieving these goals, recording milestones along the way. This main part of your mentoring journey will differ for every participant, some may be quite short, others could go on for 12 months or more.

Built into the platform are number of guides and videos that outline techniques to help you keep your mentoring on track to ensure you achieve the goals you originally set.



Maintaining momentum

- [Mentoring techniques](#)
- [Receiving feedback](#)
- [Questioning skills](#)
- [Listening skills](#)
- [Receiving feedback](#)

How Does the Mentoring Process Work?

Completion

Once you feel you have achieved your goals, we provide some tips on how to bring your mentoring relationship to an end. You may then continue your relationship more informally or even set some new goals and start a new journey – it is entirely up to you.

Survey

Once you have achieved your goals you will be able to provide valuable feedback by completing a short survey. The survey will be sent to you as soon as you complete the relationship. You are able to complete the relationship at any time by using the complete function under the Actions tab in relationships.

How Does the Mentoring Process Work?

Tips for Mentors – How to make your profile stand out

When setting up your profile remember to include information about your career highlights, and any particular areas of expertise or guidance that you feel you can offer to a potential mentee. Include both professional and personal skills that you have.

As mentees can be seeking guidance for a wide range of reasons, the more information you can provide the easier it will be for mentees to understand the level of support you can provide.

Don't forget to regularly go into your profile and refresh and update it as you acquire new skills and experiences.

Tips for Mentees – How to find the best mentor for you

When completing your profile it is important to include as much detail as possible around what you are hoping to get out of a mentoring relationship, and any specific areas you would like to discuss or receive guidance on. This will help your mentor to determine whether they are able to provide you with the right support and plan how they might help you to achieve your goals.

When looking for a mentor the initial search will list potential mentors who match the criteria you selected in your profile. The mentors at the top of the search will be a closer match than those further down the list.

You can of course change the selection criteria and filter the results to get a match as close as possible to your requirements. Sometimes there may not be a mentor who exactly fits your requirements so you may need to decide which criteria are the most important and search accordingly.

You may spot a potential mentor who you think is right for you but may want a little more specific information before you send a mentoring request, you can use the [Ask a Question](#) feature to do this.

The platform generates you an automatic mentoring request based on the information you provided in your profile. You may want to edit this to add in more information which will give your mentor a really good idea of the type of mentoring help that you require and why you have chosen them.

Finally, if you are accepted by a mentor make sure you make contact with them straight away to organise your first meeting.

If at any point you change your mind, make sure you [Withdraw](#) your mentoring request and let the mentor know. You can do this through your relationship dashboard by clicking on the [Actions](#) tab and withdrawing from there.

If you follow these simple tips you will give yourself the best chances of making a good mentoring match.

Happy Mentoring

REGISTER

Mentor



Create Profile



Receive Mentoring Request



Mentee



Create Profile



Ask a mentor a question
or send a mentoring request



Arrange 1st conversation

(Mentor's contact details will now be visible on your relationships dashboard)
You can use the calendar under the tools section to arrange the 1st meeting request.



1st Conversation Preparation

Use the SWOT, G-STAR and Goal Setting Tools that you will find under the First conversation section of your relationship dashboard.



Complete 1st Conversation

Once you have completed your first conversation go to your relationship dashboard, click on Next Step and mark as complete



Progression

This is the section of your journey you will spend the most time, working on achieving your goals. Use our tools to help develop your questioning, listening and feedback skills. Record your progress towards achieving your goals in the tools section of your relationship dashboard



Complete Goals

Once you get to the point where you feel you are nearing the completion of your goals click Next Step and mark the Progression section as complete and move onto the final meeting.



Complete Mentoring Journey and Survey

Have your final conversation and complete your mentoring journey and send your feedback through our survey