

Mentoring roles and objectives

Mentor	Mentee	Objectives
<ul style="list-style-type: none"> • Supporting and developing the mentee. • Having one-to-one discussions • Managing the relationship. • Finding time for mentoring – being committed! • Being willing to help and develop others. • Bringing clarity and structure to the process and helping the mentee to focus on key points and actions. • Drawing upon past experiences: <ul style="list-style-type: none"> ○ achievements, successes, failures ○ meeting new challenges ○ facing difficulties ○ trauma and setback ○ dealing with stress. • Mentoring twice monthly for 30 mins to 1 hr. 	<ul style="list-style-type: none"> • Setting clear goals for mentoring. • Being proactive and committed to the process. • Taking responsibility for the relationship. • Having trust and confidence in the mentor. • Being active about own development. • Following up on actions and commitments. • Being ready to be challenged and stretched. • Receiving mentorship twice monthly for 30 mins to 1 hr plus additional time for follow-up actions. 	<ul style="list-style-type: none"> • <i>“Within a year I want to be able to do everything from manufacturing to delivery (end-to-end).”</i> • <i>“In three months I want to be ready to take on additional responsibilities.”</i> • <i>“I would like to find a better way to deal with stress.”</i> • <i>“I want to learn the best way to deal with customers.”</i>