



MENTORING: **Tips, Techniques and Guidelines**

- Effective mentors talk 20% of the time or less.
- Plan meetings two ahead, to avoid "diary drift".
- If you meet less than once a quarter, you haven't got a relationship; more than once a month and you are probably doing the line manager's job.
- Suggest mentees keep a log of things that have gone well and badly for them between mentoring sessions. Use these to illuminate broader issues and patterns of behaviour.
- Remember it's the mentee's responsibility to set the agenda.
- "No fault divorce". Mentor and mentee have a responsibility to review the relationship after two meetings. Is this the right relationship for the mentee's needs? If not, the mentor should help the mentee think through what he or she does need in a mentor.
- Confidentiality is not absolute, but both mentor and mentee have the right to expect that the privacy of their views will be respected.
- Ideally, the meetings should last 60-90 minutes. Below this, it's difficult to address real issues in sufficient depth. Putting an extra half-hour into the diary allows for occasions when an important issue arises towards the end of the meeting.