



women in technology
and science

Mentoring

Roles & Responsibilities

Mentoring is a confidential one-to-one activity initiated and driven by the mentee.

Re-Enter mentoring is a formal structured process which includes elements of coaching and being a role model. Both parties are required to complete a 'Mentoring Agreement' at the outset which clearly states the areas of focus and the expectations. It is not the role of the mentor to find a job for the mentee. The mentor provides advice, support and focus to the mentee in specific areas. Both mentor and mentee need to accept that occasionally a pairing will not work due to no fault of either party, when this happens it is acceptable to conclude the mentoring relationship. The mentoring period has a maximum time frame of 6 months at which stage the mentoring pair should review progress against the original goals. In the case of the Re Enter programme the mentees are planning on returning to work after a career break, confidence is often an issue and mentors need to be aware of this and encourage the mentees to develop their confidence and take risks while also acknowledging that there will be set-backs which must be dealt with.

Mentor:

- Make introductions to others with influence in relevant industry or profession
- Facilitating entry or attendance at meetings or events for networking purposes
- Source of information on specific industry or profession
- Tutor specific skills, behaviours
- Give feedback on observed behaviour
- Coach mentee on particular activities that will add to experience and skill development
- Be a professional confidant
- Meet with mentee, at most once per month, for one hour (max.) via phone or face-to-face for feedback and planning
- Agree to a no-fault conclusion to the mentoring when the time is right

Mentee

- To assume responsibility for her own action plan implementation
- Be receptive to feedback from the mentor
- Be prepared to be questioned and challenged (don't take it personally!)
- Be clear about the areas where she wants to be mentored
- Be responsible for scheduling meetings/calls with her mentor
- Do necessary preparation prior to meetings with mentor to ensure best use is made of the time with the mentor
- After each mentoring session document the actions points and reflect on what was learned
- Agree to a no-fault conclusion to the mentoring when the time is right