**GUIDELINES FOR SUCCESSFUL MENTORING MEETINGS**

**Frequency of meetings**

* Ideally, meetings should take place once per month wherever possible. We understand that this may not be possible in all cases, and that in some instances more frequent meetings may be agreed to.
* Meeting monthly allows for continuity of contact during the relationship as well as allowing adequate time to implement any actions agreed at the previous meetings.
* Monthly meetings should also allow mentee and mentor to review how successful the action was in achieving goals and objectives, and plan future actions as appropriate

**Duration of meetings**

* Meetings should last for approximately one hour per session
* This should allow time to cover issues that you wish to raise and adequate discussion time without feeling rushed.

**Location of meetings**

The location of meetings should be agreed between you and your mentor depending on convenience for both parties. It is entirely acceptable to alternate venues.

However, wherever you meet should:

* Preferably be on ‘neutral ground’ (e.g. in a coffee shop or other public space) but private enough to have a confidential and open meeting (i.e. not in an open plan office).
* Be conducive to the meeting, e.g. with facilities for any paperwork that may need to be spread out; enough space to avoid feeling cramped or ‘too close for comfort!’
* Ideally all meetings should be face to face, but this may not be possible. However, the first meeting should be face to face as this will help to:
* Establish a rapport between mentor and mentee
* Establish a sense of common purpose
* Build an understanding of what each party should expect of the other

If it is not feasible on some occasions to have a face to face meeting (e.g. due to work commitments), it is fine to hold a telephone or video call (e.g. Skype or Facetime) meeting, but remember to ensure you treat the telephone/video meeting as if it was face to face in that you:

* Establish that both parties have access to the appropriate technology
* Plan a fixed time
* Determine who will call who
* Prepare for the meeting as for other meetings

**Contact between meetings.**

* Remember – although your mentoring meetings may only take place once every month, your contact with your mentor shouldn’t be limited to just these meetings – regular contact is important for building up rapport.
* Methods of keeping in contact should be discussed and agreed at your first meeting to ensure that both mentee and mentor are happy with the arrangements
* Email contact is not an ideal medium for your actual meetings, as it is limited as a discussion forum
* However – it is useful for keeping in contact between mentoring meetings, e.g. to update your mentor on how your action plan is progressing, and how things are going generally
* If both mentor and mentee are happy using email in this way – go for it!

**Preparation for meetings**

Preparation is essential to ensure that your meetings are as productive as possible, and some preparation methods are as follows:

* Mentees should draft an agenda for the meeting – and agree it with your mentor before the meeting – to ensure that it is structured
* Mentees should draft a list of your expectations of the meeting and the relationship itself (this is particularly important for your first meeting)
* Mentees should prepare a list of goals that you want to achieve
* Be prepared to be creative and open minded, and also – prepared to listen to another point of view
* Mentees should consider any questions that you might have for your mentor
* Mentors should consider what was discussed in the previous meeting and anticipate possible directions for the next.

**The meeting itself**

* Consider using a development plan as a way of setting objectives, and planning the actions you might take to achieve these objectives.
* Mentees - make note of any actions that you agree, take the required action after the meeting, and don’t forget to review your progress on the agreed action during your next meetings
* Mentors and mentees should agree what general issues the mentee may have raised for the mentors to take forward
* If possible, at the end of the meeting, set the date for your next meeting, as this will give you a timescale to work to in terms of the actions you have agreed.

# Appendix B: Mentoring Meeting Agenda Template

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| --- | --- |
| Name of Mentor |  |
| Name of Mentee |  |
| Date / Time of mentoring meeting |  |
| Update/ Report on last mentoring meeting |  |
| Aims / Topics to be discussed in this meeting |  |
| Notes from this meeting |  |
| Agreed Actions from this meeting (for both mentor and mentee) |  |
| Date / Confirmation of next mentoring meeting |  |