

Guidance for communicating with your Mentee

Throughout each stage of the relationship, you will be facilitating the learning and development and performance.

It is important for you to ensure that you are:

- listening in order to understand
- questioning to clarify and make sure you have understood correctly
- questioning to explore additional options and consequences
- action planning for the future

Using questions (and challenging with respect), you as the mentor will guide the mentee to:

- find their own solutions
- develop their own skills
- create new ways of thinking
- change their assumptions and perceptions
- gain greater self-awareness
- improve personal and business performance

Establishing a successful relationship with your Mentee

Once you have been matched with a mentee, we suggest that you:

- Agree with your mentee a timetable of regularly spaced meetings in advance.
- With your mentee establish a set of ground rules to which you will both abide.
- Keep notes of your meeting and use these for the basis of your ongoing discussions.
- Work towards developing a trusting relationship and establishing a good rapport with your mentor
- Aim to maintain the relationship for the term of the programme i.e. 6 months.

Effective mentoring meetings provide a sense of purpose and achievement.

How to build a trusting and respectful relationship with your Mentee

Mutual trust and respect between mentee and mentor should be key.

Key principles in building trust

- Get to know your mentee. Make time to talk to them about their career and their life outside their career.
- Do what you say you're going to do. Agree what you are aiming to achieve through your mentoring sessions. Be reliable and always do what you say you are going to do.
- Communicate openly and honestly. Discuss issues as soon as they arise. Ask for and give feedback.
- Don't be afraid to challenge. An open, honest relationship will allow you to challenge your mentee constructively to explore a wider viewpoint.

Building rapport with your Mentee

Taking time to build rapport with your mentee will help you both to get the most from the mentoring relationship.

Rapport comes from shared values or experiences, and sometimes from a chemistry that is hard to define. One sign that there is comfort or rapport between two people is that they have similar tone of voice, body language, movements and so on.

Consider how you will build rapport with your mentee.

Types of barriers in mentoring relationships

Most barriers to effective mentoring stem from:

- personality issues between those involved in the mentoring relationship
- lack of awareness of what the role of the mentor really is
- dissatisfaction from either the mentor or the mentee with regards to the way the mentoring is conducted
- the creation of unrealistic expectations as to what mentoring can hope to achieve
- the lack, or blurring, of boundaries in terms of the mentor/mentee relationship



Remember to contact your BOSS contact for assistance and advice to help you to overcome any barriers that you may encounter.

Confidentiality

It's really important that you respect each other's confidentiality. Remember that anything you talk about when you meet up is between the two of you so you shouldn't talk about it to someone else. But legally, you should report any criminal conduct or possible harassment or bullying. Speak to your BOSS contact if you're worried about anything like this.

Confidentiality - four things to think about:

- Concerns - if you've got any, chat to your BOSS contact, they are there to help.
- Secrets - don't promise to keep secrets and don't ask your mentee to keep any of yours. Remember to ask your mentee if they mind you sharing confidential information with anyone else.
- Information - keep any information about your mentee, like a phone number, somewhere secure. If you happen to be aware of their financial details, never share these.
- You - confidentiality works both ways. Be aware of which personal areas of your life you are happy to share with your mentee and those that you are not.

Please refer to the confidentiality clause in the BOSS Mentoring Code of Conduct for more information here: [Code of Conduct](#)

CODE OF CONDUCT

When you registered on the BOSS Mentoring Scheme, you will have agreed to the BOSS Mentoring Code of Conduct. Please take the time to refresh the commitments which you have made here: [Code of Conduct](#)