



A Mentees Guide to Mentoring & the WUN Mentoring Platform

What is mentoring?

Mentoring is centered on continuous improvement and is all about you building a relationship with someone who wishes to acquire your skills and knowledge to continually develop and build on where they are and where they want to be or to help their personal development.

A mentor is someone with an experienced view who offers support to an individual with less experience (the mentee), be it a newcomer to the company or someone who has transitioned into a new role. The mentoring relationship supports their development and growth in their role.

It involves a series of meetings to discuss goals, supporting an action plan for the mentee's future and reviewing their progress. Although the mentee will be driving the relationship and creating a detailed action plan, it is your job to offer support and help them put in place a suitable development plan.

Why is mentoring important?

Studies have shown that mentoring is a significant factor in improving morale and retention. Mentoring has been proven to be extremely effective and have a positive impact on both the mentor and mentee- it's simply a case of making the most of the opportunity.

Mentoring can also benefit you as an individual- it can provide a fresh insight into new business practice which can in turn help you improve the way you work as well as enabling you to give something back and share your wealth of experience.

Mentoring Platform

Our Mentoring Platform allows you to upload your profile and find the right Mentor for you. The process is fully automated with prompts for meetings, a development plan and many resources to help with your mentoring journey.

“Regardless of your title or years of experience, we can learn from each other. Through mentoring and by being open we learn we can reach our ultimate potential”

- Lily Benjamin

How will mentoring help you?

Provides a mentee with a one-to-one relationship, usually over a set period of time, in which an established business person (mentor) provides consistent support, guidance and practical help.

A two-way process in which the mentor shares their personal skills, knowledge and experience with the mentee to enable him or her to explore their personal and professional situation, and in which the mentor and mentee work together to achieve predetermined goals and objectives.

A way of enabling the mentee to gain the skills, knowledge and confidence to perform at a higher level, and giving them access to impartial, non-judgemental guidance and support.

What a Mentors role is:	What a Mentors role is NOT:
<ul style="list-style-type: none">-Provide an outside perspective on you and your business.-Listen, in confidence, to the things that are worrying you about your business.- Help you by sharing their own experience of failures and successes.- Give you friendly, unbiased support and guidance.- Provide honest and constructive feedback.- Be a sounding board for your ideas.-Facilitate your decision-making by suggesting alternatives based on personal experience.- Provide ongoing support and encouragement.	<ul style="list-style-type: none">-Give you advice (this is normally provided by a qualified business advisor)- Provide a counselling service- Provide a training service- Provide a coaching service- Provide therapeutic interventions- Sort out all your problems

Top Tips for a Mentee

- Listening in order to understand.
- Questioning to clarify and make sure you have understood correctly.
- Questioning to explore additional options and consequences.
- Being prepared to act on what has been agreed with your mentor.
- Keep notes on your account on our mentoring platform and use these as the basis for ongoing discussions.
- Work towards developing a trusting relationship and establishing a good rapport with your mentor.
- Aim at maintaining the relationship for as long as appropriate to your needs (up to 1 year).

FAQs

How does the Platform Work?

To get started on your WUN mentoring journey, simply enter your details on our platform and once accepted onto the scheme, you can find your match through the and connect with your mentor and revisit the platform as your mentoring journey progresses. To Register go to [Mentoring at WUN \(onpld.com\)](https://onpld.com)

Profile - Once you have registered, the next step is to complete your profile. For mentors this information will help us to match you to mentees who are looking for your skills and experience, for mentees it provides the information to enable us to suggest potential mentors based on the matching criteria you select.

Search - Once a mentee has completed their profile, they will be shown a broad list of potential mentors who match the criteria they selected, with the closest matches at the top of the list, moving down the list to show mentors who meet some of your criteria, but not all. You can change the search criteria and you can narrow your search down by selecting to do an exact match.

Ask a Questions - Mentees can then view the mentor's profile and have the option to just ask them a question, this could be to help solve a specific issue or it may be to ask a question around the mentor's experience, in order to determine if that mentor would be the best match them.

Request - Once a mentee is satisfied that they have found an appropriate mentor they can send a mentoring request. It's a good idea to use the edit function to add in a little bit more detail around what type of support is required.

The mentor will be sent an email alert asking them to review the mentoring request and to respond by either accepting it or declining. Mentors can use our messaging function to contact the mentee prior to accepting if they feel they need to clarify anything before making their decision. If a mentor does decline, the mentee is informed and can choose an alternative mentor to send a mentoring request to.

Arrange A Meeting - Once a mentor accepts a mentoring request the mentee is informed and at this point both the mentor and mentee can find each other's contact details on the relationship dashboard. The mentee is asked to contact the mentor to arrange the first conversation. If at any point either mentee or mentor decides they no longer wish to continue the relationship they can withdraw using the withdraw function under the details section of the relationship dashboard.

1st Conversation Preparation - Once you have arranged your first conversation you can start to prepare for the meeting using some of our first conversation preparation tools. These are designed to help you get your mentoring relationship off to a great start. You can access these tools at any time under the Tools section of your relationship dashboard.

FAQs

1st Conversation and Smart Goal Setting - Embarking on a mentoring relationship without setting goals is rather like setting off on a journey without deciding where you are going, and just hoping you will get there. This is why we place quite a lot of emphasis on setting SMART goals at the outset of your mentoring relationship and we provide you with tools to help you do this.

Goal Progression - Once the goals have been set the main part of your mentoring journey will be to make progress towards achieving these goals, recording milestones along the way. This main part of your mentoring journey will differ for every participant, some may be quite short, others could go on for 12 months or more.

Built into the platform are number of guides and videos that outline techniques to help you keep your mentoring on track to ensure you achieve the goals you originally set.

Completion - Once you feel you have achieved your goals, we provide some tips on how to bring your mentoring relationship to an end. You may then continue your relationship more informally or even set some new goals and start a new journey – it is entirely up to you.

What is my role as a Mentee

As a mentee, you are responsible for your own career growth and being an active participant in the mentoring relationship. This includes making sure you keep in touch regularly with your mentor throughout the program. You are expected to act on guidance and connections provided by your mentor and commit to targets set by the next meeting.

Can my mentor help me get a new job?

The mentor's role is NOT to find their mentee a job. Their role is to offer you specific network options and advice. Mentors can only provide you with guidance on future career options.

How can I make the most of my mentorship?

Open communication is the key to any good relationship. Throughout your time with your mentor, you should be speaking to them about whether or not you are fulfilling the goals you both set out at the beginning. You will also be able to provide feedback on your mentor on your progress and experience, so the key is honesty.

Happy Mentoring!