



A Mentors 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 so a Mentee can see you and request a match. The process is fully automated with prompts for meetings, a development plan and many resources to help with your mentoring journey.

“A Mentor is someone who allows you to see the hope inside yourself”
- Oprah Winfrey

What to discuss in your meetings:

Approach	Action	Questions
Get to know your mentee on a personal level	<p>Establish a relationship by setting up an initial meeting.</p> <p>Discuss the preferred communication style.</p> <p>Get to know your mentee in general e.g. their hobbies, likes, dislikes.</p>	<p>Ask questions to get to know your mentee and to find out what they're passionate about.</p>
Understand your mentee on a professional level	<p>Find out what your mentee enjoys about their role and what they struggle with.</p> <p>Explore your mentee's goals and aspirations.</p>	<p>Where do you want to be a year from now?</p> <p>What do you want from your career?</p> <p>How do you intend on making this happen?</p>
Make the most of their strengths and develop their weaknesses	<p>Encourage the mentee to create a Personal Development Plan, and arrange to meet them as regularly as required.</p> <p>Agree the support you can offer as a mentor.</p>	<p>How do you think you can highlight your strengths?</p> <p>How often do you think we should meet?</p>
Chart your mentee's progress	<p>Review your last meeting so you're ready to discuss the progress that has been made.</p>	<p>What progress have you made since we last met?</p> <p>Are you coming across any road-blocks in your progress?</p>

Tips for Mentor

- Listen more often than you speak
- Be prepared to share your authentic self with the mentee
- Be consistent with contact with your mentee
- Be as objective as possible
- Affirm your mentee's achievements
- Challenge the mentee to look at opportunities as well as problems
- Share know-how and offer advice only when the mentee asks for it
- Assist the mentee in identifying realistic career goals and plan with them how to achieve these
- Make sure you have enough time to commit to the relationship

FAQs

How Does the Platform Work?

To get started as a Mentor with the 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.

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 you mentoring relationship and we provide you with tools to help you do this.

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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 skills are needed to be a mentor?

The biggest skill needed is a willingness to share your knowledge to the mentee participant.

How much time will being a mentor take?

The amount of time is variable based on an agreement between the mentor and the mentee. It is hoped that the mentoring relationship will extend beyond the interactions during the face-to-face meetings, but the meetings are used to kick-start the relationship.

How long will I mentor for? How many hours a week are involved?

The time commitment is 10-12 hours over 12 months. This works out as approximately 1 meeting every 6-8 weeks. You and your mentee can decide on a schedule that suits your goals for the partnership and your availability. The mentorship will last one year giving mentors the opportunity to mentor other women in the future.

How can I make the most of mentoring?

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!