

Bridging the Gap Islington

Mentors – Do's and Don'ts

Do

Inform your supervisor whenever you are meeting your mentee, how long you expect the meeting to last and when the meeting is finished.

Always meet where other people are likely to be about

Keep notes of what was agreed at each meeting:

Ensure all goals are SMART (*Specific, Measurable, Attainable, Relevant and Time-bound*).

Maintain a professional attitude to the relationship; all activities should be related to the goals you have agreed (*it is not a social friendship*)

Provide your mentee with a contact mobile phone number and clearly state the days and times within which you may be contacted. *Talk to your supervisor if your mentee abuses this privilege, it is not professional to accept calls at two o'clock in the morning and remember you have other commitments*

Keep appointments if at all possible or phone (not text) the mentee to rearrange if something unavoidable crops up.

Ask for help from your supervisor if you feel out of your depth or do not know the answer to a question your mentee asks: Remember the response: *"That's a good question, let us see how we might find an answer"* (cf. Resources Sheet)

Liaise with your supervisor regarding arrangements for ending the formal mentoring relationship. There will be a three-way review after three months

Remember you are not a counsellor. The mentee should be signposted to more appropriate support services if required

Don't

Accept gifts from your mentee

Give money to your mentee, however plausible the reason

Give your mentee your address or invite them to your home or any social occasion

Accept invitations to visit the mentee in their home

Take on a mentoring role for anybody else in the mentee's circle of friends and relatives, they should be signposted to more appropriate support services if required.