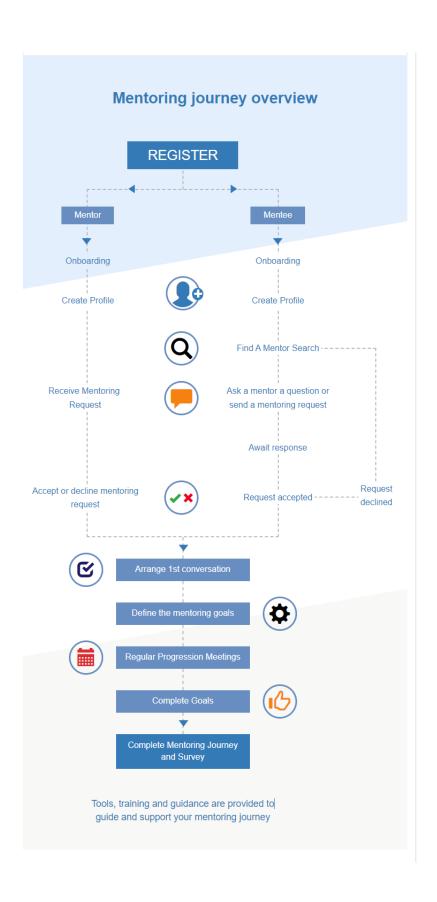
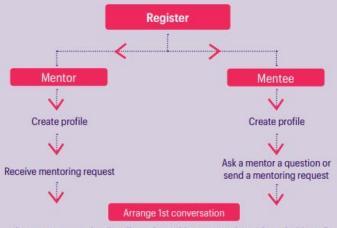
# **Introduction document for mentors:**





(Mentor's contact details will now be visible on your relationships dashboard)
You can use the calendar under the tools section to arrange the 1st meeting request.



Use the SWOT, G-STAR and Goal Setting Tools that you will find under the first conversation section of your relationship dashboard.



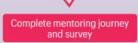
Once you have completed your first conversation go to your relationship dashboard, click on Next Step and mark as complete.



This is the section of your journey you will spend the most time, working on achieving your goals. Use our tools to help develop your questioning, listening and feedback skills. Record your progress towards achieving your goals in the tools section of your relationship dashboard.



Once you get to the point where you feel you are nearing the completion of your goals click Next Step and mark the progression section as complete and move onto the final meeting.



Have your final conversation and complete your mentoring journey and send your feedback through our survey.

#### **Mentor checklist:**

- o Mentee-Mentor matched
- Await first conversation
- o Prepare for first conversation with given tools (SWOT, GSTAR, SMART tools)
- Complete first conversation with mentee documentation
- Work on agreed goals and reflect on the mentoring relationship
- Arrange second conversation
- o Prepare for second conversation (refer to original goals, progress made, milestones,
- o Complete second conversation with mentee documentation
- o Repeat periodic reviews as agreed/needed
- o Prepare for final discussion
- o Complete final discussion and mark journey as "complete" on the platform
- o Provide feedback on the forms circulated by the RCR/BSIRT organising team

### **Instructions:**

#### Before first conversation:

- Be aware of the framework Use SWOT and GSTAR tools to help guide the SMART goals that the mentee will be working towards

During first conversation: (can use the first conversation checklist: first-conversation-checklist.pdf)

- Introductions
- Discussing where your mentor is now and their goals
- Logistics: Agree on frequency and duration of meetings and where to meet, how to communicate, schedule and cancel meetings
- Record keeping: note taking likely performed by mentee

#### After first conversation

- Work on agreed goals and arrange next conversation

#### Periodic reviews

- Arrange regular conversations as agreed (at the very least the midpoint of the relationship)
- Review mentee's strengths, weaknesses, opportunities and threats

Setting goals: <a href="https://rcr.onpld.com/docs/rcr/setting-goals.pdf">https://rcr.onpld.com/docs/rcr/setting-goals.pdf</a>

## During periodic review conversations:

- Discuss progress that has been made and milestones
- Review whether your mentee is still on track to achieve your original objectives within the timeframe set
- Discuss any changes in circumstances
- Agree action points to follow up

## Journey completion:

- Fix a date for your final discussion
- Review progress and lessons learnt
- Reflect on what you feel has been on value and think of how to end on a positive note
- Mark journey as "complete" on the platform

#### Feedback

- Provide feedback on the forms circulated by the RCR/BSIRT organising team regularly (at least at the midpoint and on completion)