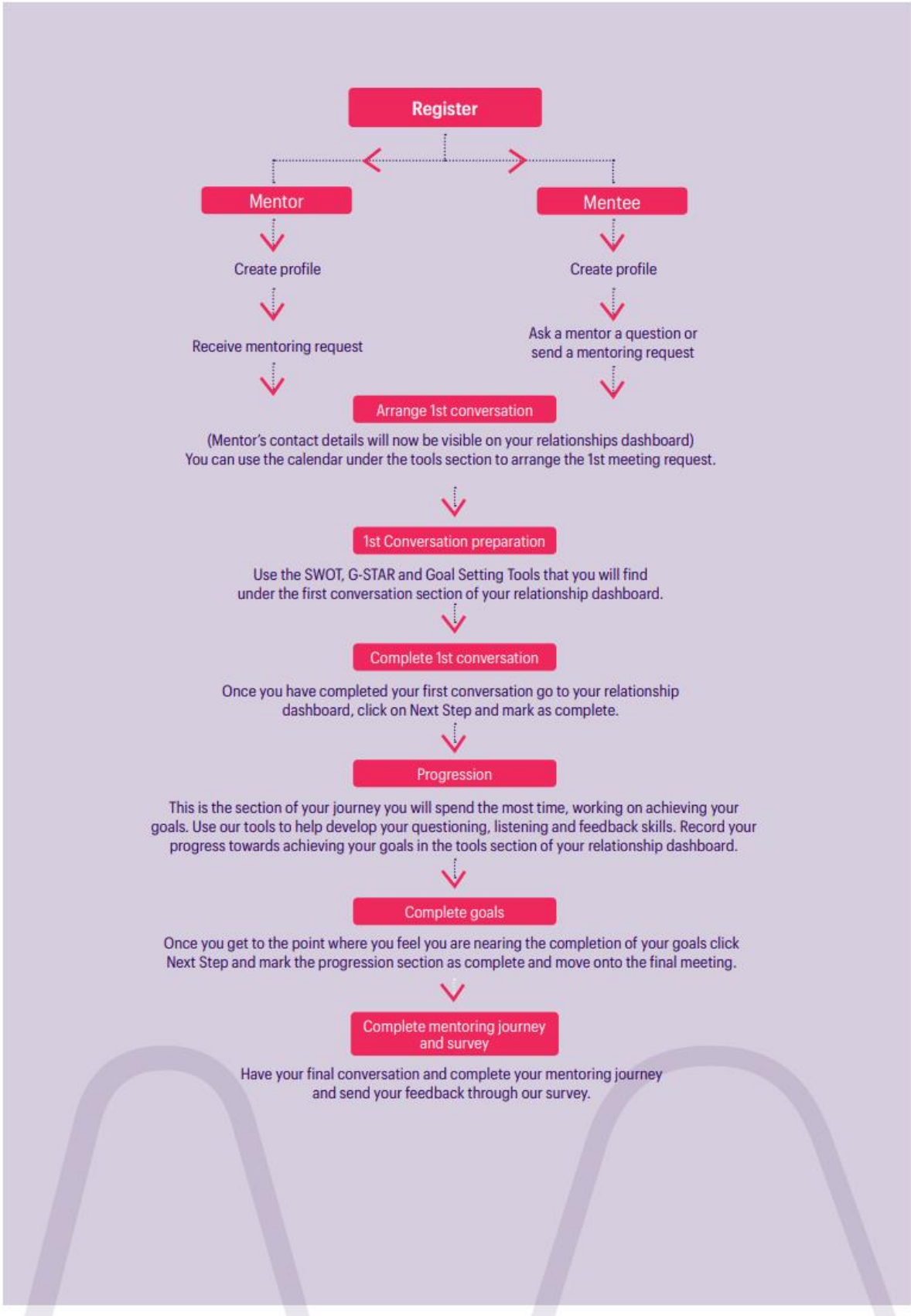


Introduction document for mentors:





Mentor checklist:

- Mentee-Mentor matched
- Await first conversation
- 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
- Prepare for second conversation (refer to original goals, progress made, milestones,
- Complete second conversation with mentee documentation
- Repeat periodic reviews as agreed/needed
- Prepare for final discussion
- Complete final discussion and mark journey as “complete” on the platform
- 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: <https://rcr.onpld.com/docs/rcr/setting-goals.pdf>

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)