

Relationship emphasis

	Item	Timing (approx.)
1	<p>Build the mentor's understanding of the mentee</p> <p>The mentor 'interviews' the mentee to learn more of their background, current situation and preferences. For example:</p> <ul style="list-style-type: none"> • Please tell me more about how you come to be in this role and situation? • I'm interested to understand more about the work you do now, what are the challenges in that? • Can you describe what you want for the future, e.g. in your career or for your personal life? (understand their aspirations) 	20 min.
2	<p>Build the mentee's understanding of mentor</p> <p>The mentee 'interviews' the mentor to learn more of their background, current situation and preferences. The mentee can use the previous agenda topics or simply interview the mentor according to their genuine interests and preferences.</p>	20 min.
3	<p>Discuss and agree relationship principles</p> <p>Use the following to confirm or agree how you will work together:</p> <ul style="list-style-type: none"> • Responsibility for learning rests with the mentee (as the mentor stays 'committed and unattached'). • Mentoring is a collaboration between mentor, mentee and 'everyday life' (so there's a need to stay focussed on outcomes whilst being adaptable to change). • What the mentee chooses to do, learn or ignore from the mentoring conversations, is not the mentor's business (as they are not 'managing' but mentoring). 	10 min.
4	<p>Create conversation on a key theme or topic</p> <p>Take one of the mentee's development themes and discuss that, e.g.:</p> <ul style="list-style-type: none"> • What interests you around this topic? • What objectives or goals do you have? • What are your (the mentor's) thoughts/experience that may be relevant? (also consider if other assistance might be appropriate). 	30 min.
5	<p>Mentee summarises and creates a sense of the way forward</p> <p>The mentee gives an overview of where they are following the conversation and how they want to take things forward, e.g.:</p> <ul style="list-style-type: none"> • Here's what I understand from this. • Here's what I need to focus on or get done (agree actions if appropriate). • Here's what might stop me (and here's how I intend to tackle that). 	10 min.