

STAGES IN THE MENTORING PROCESS

Stage 1: Attend together Mentoring Program Induction session

- » Complete joint activities
- » Plan first meeting
- » Discuss no-fault exit and sign mentoring agreement and confidentiality statement
- » Discuss how often you will meet, when and where

Stage 2: First meeting

- » Get to know each other
- » Conversation around the goals of the partnership
- » Who will plan topics for discussion?
- » Confirm logistics, how often, when, where etc.

Stage 3: Following meetings

- » Establish a method for planning and recording: logs, journals, action plan etc. (If required of the partnership)
- » Establish work related and person goals with indicators for success (If required of the partnership)

Stage 4: Mid program review

- » Take time to review the partnership and decide on the next steps.
- » Make adjustments to plans as required.

Stage 5: End of program

- » Celebrate your achievements
- » Decide whether to continue the partnership. This may be in a different form to the formal partnership created during the program