

- ✓ **Prepare the mentee before the first meeting**—make sure they are relaxed and understand the purpose of the process
- ✓ **Plan your first meeting in advance**—ensure you are fully prepared and that you are clear on the objective of the session
- ✓ **Invest time in getting to know each other**—share interests, hobbies, preferred way of working for the future
- ✓ **Set the boundaries**—be clear on what the working parameters are and why
- ✓ **Establish a shared goal**—be clear on what you both want to achieve from the relationship
- ✓ **Review the goals at every meeting**—Make sure the goals stay relevant and aligned to business needs
- ✓ **Focus on development for the future**—remember mentoring is about developing the whole person for high performance in the future
- ✓ **Use active listening**—take the time to fully understand the mentees perspective
- ✓ **Avoid imposing solutions**—navigate conversations to enable the mentee to generate and select their own solutions
- ✓ **Celebrate success**—regularly review achievements, provide open and honest feedback and celebrate successes



Do you need find out more about Mentoring ?

The BLT Mentoring Skills Programme

A highly pragmatic programme to give new and experienced mentors the practical skills that they need to run effective mentoring sessions. Delegates will learn how to:

- ✓ Be an inspiring and competent mentor
- ✓ Recognise and leverage the benefits of formal mentoring
- ✓ Use the mentoring process to accelerate personal development
- ✓ Develop a mutually beneficial mentoring relationship for the mentor and mentee
- ✓ Run a series of effective mentoring sessions to achieve a predefined goal
- ✓ Use advanced communication skills to guide the mentee to self directed learning / achievement
- ✓ Avoid and overcome common barriers to effective mentoring relationships
- ✓ Mentoring to long term career development