

## Bridging the Gap Islington

# Mentors – Do's and Don'ts

### Do

**Inform your supervisor whenever you are meeting your mentee**, how long you expect the meeting to last and when the meeting is finished.

**Always meet where other people are likely to be about**

**Keep notes of what was agreed at each meeting:**

**Ensure all goals are SMART** (*Specific, Measurable, Attainable, Relevant and Time-bound*).

**Maintain a professional attitude to the relationship**; all activities should be related to the goals you have agreed (*it is not a social friendship*)

**Provide your mentee with a contact mobile phone number** and clearly state the days and times within which you may be contacted. *Talk to your supervisor if your mentee abuses this privilege, it is not professional to accept calls at two o'clock in the morning and remember you have other commitments*

**Keep appointments if at all possible** or phone (not text) the mentee to rearrange if something unavoidable crops up.

**Ask for help from your supervisor if you feel out of your depth** or do not know the answer to a question your mentee asks: Remember the response: *"That's a good question, let us see how we might find an answer"* (cf. Resources Sheet)

**Liaise with your supervisor regarding arrangements for ending the formal mentoring relationship.** There will be a three-way review after three months

**Remember you are not a counsellor.** The mentee should be signposted to more appropriate support services if required

### Don't

**Accept gifts from your mentee**

**Give money to your mentee**, however plausible the reason

**Give your mentee your address** or invite them to your home or any social occasion

**Accept invitations to visit the mentee in their home**

**Take on a mentoring role for anybody else** in the mentee's circle of friends and relatives, they should be signposted to more appropriate support services if required.