



Key Points To Consider Before Becoming A Mentor





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What is a Mentor?

A mentor is someone who will encourage and support you to make the most of your career, yourself and/or your business.

Although the final decisions are always in your hands, a mentor can be invaluable in guiding you to identify the support you need, considering your options and getting new information. As a mentor, the role is to be a trusted confidante, helping the mentee to make informed choices.

Mentoring is just one type of support available.



Business And Career Support Includes:

- Mentoring
- Coaching
- Training
- Facilitating
- Consulting
- Advice and Guidance

In this guide we will focus on mentoring and how it differs from the other support services.



What is Mentoring?

- **A one-to-one relationship**, usually over a set period of time, in which an established business person (mentor) provides consistent support, guidance and practical help for a less experienced person (mentee).
- **A voluntary relationship**, which the mentee or mentor can end at any time.
- **A two-way process** in which the mentor shares their personal skills, knowledge and experience with the mentee to enable him or her to explore their personal and professional situation, and in which the mentor and mentee work together to achieve predetermined goals and objectives.
- **A way of enabling** the mentee to gain the skills, knowledge and confidence to perform at a higher level, and of giving them access to impartial, non-judgmental guidance and support.

What The Mentoring Relationship Is Not

- a source of advice – this should be provided by a qualified business advisor
- a counselling service
- a training service
- a coaching service
- a therapeutic service
- a way to sort out all your problems





The Mentor's Role

A mentor is normally someone who has a great deal of entrepreneurial business experience or career experience and who acts as a trusted confidante over a flexible period of time.

It can be a close and meaningful relationship, in which the mentor shares their personal knowledge and experiences and promotes a self-discovery approach. A mentor should expect to:



- Provide an outside perspective on the mentee and their business.
- Listen, in confidence, to the things that are worrying the mentee about their business.
- Help the mentee by sharing their own experience of failures and successes.
- Give friendly, unbiased support and guidance.
- Provide honest and constructive feedback.
- Be a sounding board for ideas.
- Facilitate decision-making by suggesting alternatives based on personal experience.
- Provide ongoing support and encouragement.



A Mentor Is There To...

- Guide the mentee to look at a wide variety of options and consider alternative courses of action in order to solve problems for themselves, rather than to give answers or provide solutions.
- Help the mentee gain new personal skills, experiences and knowledge.
- Help the mentee to develop new attitudes and behaviour, and therefore improve both their personal and business performance.
- Release and develop their own resourcefulness: mentoring does not mean giving advice – it is up to the mentee to decide whether to use the information they receive from their mentor.

Remember – it is NOT the mentor's responsibility to make the mentee's business or career a success; the ultimate responsibility for making any business or career successful is down to the mentee!





Effective Mentoring Relationships – Mentors Guide

What is an effective mentoring relationship? Based on the results of a number of studies on effective mentor/mentee relationships, the following are a number of pointers to help develop an effective mentoring relationship:

- **Develop trust.** Both mentor and mentee need to be patient to develop a relationship of trust. We have all had negative experiences when a person in whom we have trusted has let us down, it may take time for a mentee to develop trust in the advice of their new mentor.
- **Consider your purpose in the relationship as one based upon giving.** Understanding that, at least initially, the relationship will be one-directional.
- **Offer reassurance and support.** Don't be afraid to tell your mentee that you believe in them, too few people ever hear these words.
- **Suggest ways to solve problems.** Try to listen carefully and offer possible solutions without passing judgement. Practical suggestions rather than criticism or preaching are usually most helpful for your mentee. Whenever possible, try to think together of ways to solve a problem, rather than telling your mentee what you think she/he should do.
- **Identify the mentee's interests and take them seriously.** Try to include your mentee in determining both the activities you engage in and the areas in which you offer help.





Effective Mentoring Relationships – Mentors Guide

- Do not force the mentee to talk about personal issues. Delving into your mentee's personal or family life, particularly early in the relationship, is usually not productive. If your mentee resists sharing information, don't push. Silence does not necessarily mean rejection. It's important not to measure a relationship's success by the extent of the mentee's disclosure.
- On the other hand, you may be surprised by how much your mentee shares with you early on without any prompting or enquiry from you. It's important to determine why this information is being given so early and fully. There is the possibility your mentee may be testing you to see if you are "shockproof".
- Have realistic expectations. Many mentors get discouraged when they feel their mentees aren't "turning their lives around" or making huge improvements. Although you certainly will have an impact on your mentee, it is unlikely that she / he will be totally transformed by this relationship. Gains may seem small but they are nonetheless signs of progress. Adjusting your expectations and understanding that your mentee may not always express gratitude directly will help prevent mentor "burnout" and frustration.
- Try to relate to your mentee's personal experiences. Although you may not have faced the same problems as your mentee, try to remember some of the difficulties you have had within your life.
- Attempt to understand your mentee's family, social class and culture.





MENTORS PULL – THEY DON'T PUSH

A mentor never “pushes”, whether by telling, instructing or giving advice.

Mentors PULL

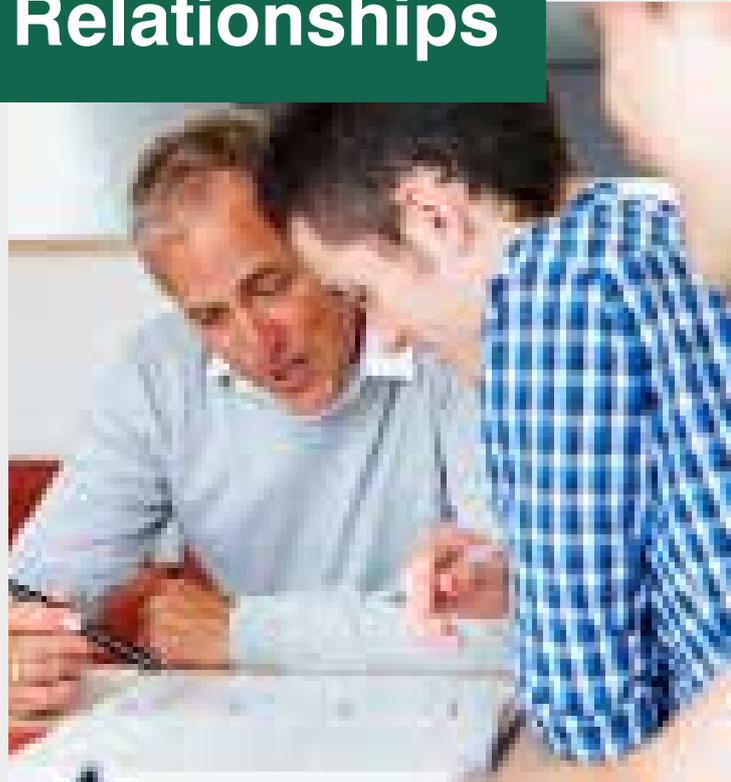
- ◀ Listening to understand
- ◀ Ask questions
- ◀ Paraphrase and summarise
- ◀ Suggest options
- ◀ Give feedback
- ◀ Offer guidance
- ◀ Help someone solve their own problems

Mentors Don't PUSH

- ▶ Giving advice
- ▶ Instructing
- ▶ Telling
- ▶ Solving someone's problem for them – “Pushing” is NOT the mentor's role

Types Of Mentoring Relationships

- Face-to-face or online **one-to-one** mentoring is the most common sort of mentoring.
- Face-to-face or online **group mentoring** (or peer mentoring) is where a small group of business owners or individuals facing the same type of career issues come together either face-to-face or online to discuss their challenges.
- **Telephone mentoring** – can be used to complement online or face-to-face mentoring or can be the only form of mentoring contact.
- **E-mentoring** – this uses tools like Skype and can be used on its own or to supplement face to face or telephone mentoring.





The Benefits Of Business Mentoring

What is business mentoring?

Business mentoring is a relationship between a business owner and a mentor who has business experience who is willing to act as a guide. That experience can either be in the same area as the mentee's business or can be related to a specific business issue they may have, for example, hiring staff. As a business mentor you offer guidance and support to help the mentee run and improve their business.

Take Their Business To The Next Level

As a mentor to the owner or a manager of a small or medium sized business you could help them with challenges relating to the growth of their business, or relating to specific areas of their business such as HR, Finance, IT, Production, Marketing etc., or they may just like to be mentored by someone who has experience within their particular industry.

Growth & Development

Many owners and managers of small or medium-sized businesses feel that they are so absorbed in the day to day running of their business that they need someone to help them focus on the growth and development of their company, and who will challenge and question them while motivating them to develop the true potential of their business.

Business Start Up

A mentee may even just be thinking about starting their own business and would like to have the guidance and support of someone who has been through the same experience and who can help guide them through the pitfalls and decisions to help keep them motivated.





Business Start Up

Challenges A Business Mentor Can Help With:

- Accessing finance
- Purchasing a business
- Developing new products or services
- E-commerce
- Exporting
- Finding new customers & markets
- Sales & marketing
- Taking new products To Market
- Plus lots more....

Business Growth

Challenges A Business Mentor Can Help With:

- Business transformation
- Cutting costs
- Franchising a business
- HR & resources
- Improving margins
- Operations
- Sales & marketing
- Finance
- Selling a business
- Plus lots more....



Career Mentoring

As a career mentor you will help those facing challenges and decisions in their career. It is your role to provide the direction and inspiration on how they can move forward.

As a career mentor you could provide guidance on:

- **how to enter industries and professions**
- **how to progress within industries and professions**
- **specific job challenges**
- **specific industry challenges**
- **how to move job roles and industries**

You may be able to help with:



Career Development

Challenges A Career Mentor Can Help With:

Choosing a career
Deciding what career path to take
Changing career
Career progression
Reaching your career goal
A career crossroads
Facing redundancy
Moving into retirement
Reaching your career goal
Plus lots more....

Career Performance

Challenges A Career Mentor Can Help With:

Struggling with a new role
Developing leadership skills
Dealing with conflict
Running a department
Managing people
Function related challenges
Communication & influencing skills
Creativity & innovation
Stress management & work-life balance
Plus lots more....



Mentor Requirements

At MentorMatchMe we believe that the most important factors in mentoring are passion, experience, a willingness to share that experience with others and a desire to make a difference. We can provide the resources and support you may need to help you develop the skills and confidence to mentor others.

Do you have:

Enthusiasm

Passion

A desire to make a difference

Experience you are willing to share

The desire to inspire

The ability to challenge and support

An approachable manner

Good listening, questioning and feedback skills

What can you achieve?

Personal fulfillment from investing in others

New mentoring skills

A feeling of being valued as a role model

The chance to enjoy a rewarding challenge

The chance to be inspired and enlightened

Then you could become a Mentor.

If you decide to become a MentorMatchMe mentor, you will:

- Receive alerts direct to your inbox about mentoring and coaching challenges that require your expertise
- Get directly in touch with individuals who are genuinely in the market for your experience/ services
- Submit proposals for challenges that are best suited to your skills and experience
- Build up some testimonials, case studies and recommendations for your mentoring skills
- Have access to a range of mentoring resources, including our collaborative mentoring roadmap resources that will guide you through the mentoring process, keeping you and your mentee on track to achieve their goals to help you
- Develop your coaching and mentoring skills and benefit from a two-way learning relationship
- Achieve personal fulfillment from investing in others
- Be challenged, inspired and enlightened



Next Steps

Hopefully this guide will have inspired you to inspire others. If you would like to find out more or indeed if you would like to register as a business or career mentor why not visit www.mentormatchme.com