

# the people path

## MAINTAINING YOUR MENTORSHIP

Maintaining a great mentoring relationship isn't rocket science - here's our guide to making sure that you and your mentee get the most out of every step.

### Take the lead

Establish some shared expectations and a clear understanding of your mentee's goals and struggles early on. In order to keep up momentum from the beginning, lead the discussion on how often you both want the meetings to take place.

### Ask lots of questions

The goal is to guide your mentee towards understanding their patterns of behaviour, and in the long term give them the right questions to ask themselves. Don't be afraid to dig deeper into what they tell you - the more they have to reflect on, the better.

### Give honest feedback

Be sincere and specific in the feedback you give. Shape it to your mentee, and be clear on the benefits of taking it on board. Regularly receiving feedback from your mentor is an empowering thing, and should feel that way.

### Make introductions

One of the great benefits of a mentorship programme is being exposed to networks of other people. Depending on the goals of your mentee, make introductions between them and people in your network who might provide additional guidance or opportunities.

### Plan ahead

Using the tools we give you, plan each meeting with the objectives of your mentee in mind. Make sure no meeting time is wasted - establish goals and work towards them, keeping track of progress as well as you can.

#### DOCUMENTS TO BEGIN YOUR MENTORSHIP:

- First meeting checklist
- Goals and priorities sheet
- Common problems and how to solve them



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