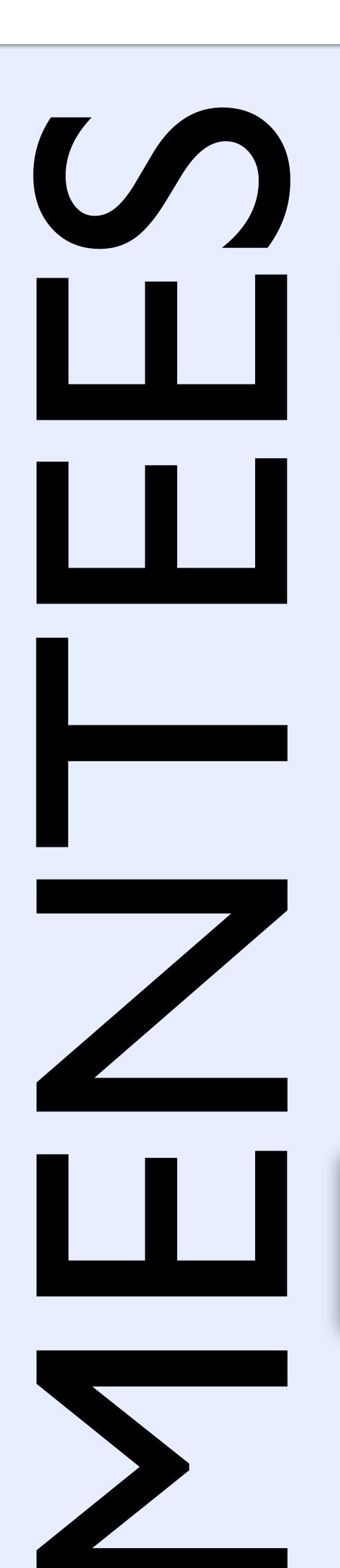
## WBS MENTORING PROGRAMME

## **EXPECTATIONS &** RESPONSIBILITIES



Communicate. Email your mentor within 7 days of formal relationship notification.

> Contracting. Agree with your mentor the method of communications, timings and limits on discussion topics.

Be flexible for your meetings. As a mentee, be flexible to meet your mentor. This might include meetings in and outside of the working week. Limit rescheduling. If required, give plenty of notice.

Compatibility check. Have 3 proper interactions with your mentor before making any judgement.

Stay in touch. Keep in contact with your mentor approximately every 6-8 weeks.

Prepare and log your meetings. Prepare and send an agenda to your mentor then follow-up with an action plan.

Flag potential issues. Bring to the attention of WBS any lack of contact, worries or concerns you might have.

Understand well the role of mentors. As a mentee,

you should understand that mentors are not recruitment consultants, financial advisors, investors or providers of a network or list of contacts.

Re-calibrate your plan as you go.

Review goals and objectives at the Year I point.

Be yourself. Be open, honest and share.





## TOPIO EXPECTATIONS & RESPONSIBILITIES

- Communicate timely. Respond to mentee communications within 3-4 days.
  - Contracting. Agree with mentee on method of communications, timing, times to avoid and topic discussion limitations.
- 3 F2F interaction. Within the first month, have at least one face to face interaction; either via Skype or in person.
  - Keep in touch. Stay in contact with your mentee.
  - 5 Compatibility check. Have 3 proper interactions with your mentee before making any judgements of incompatibility.
    - 6 Make yourself available. Allow up to 2-3 hours contact time a month during the 2 year programme.
- Flag no contact issues. Bring to the attention of WBS or WBS Mentoring Steering Committee any no contact issues with a mentee for more than 2 months or any other worries or concerns.
  - Be a critical friend. Be open, honest and share as and when appropriate.
  - Use the mentoring toolkit. Utilise LinkedIn network and mentoring tools available on the mentoring web page, as appropriate.

Be a good listener. Listen, remain non-judgemental and instil confidence in the mentee to help them make the decisions to achieve their goals.

