**PhD Industry Mentoring – Fostering an Effective Mentoring Relationship**

**Tips regarding the mentoring relationship**

* At the beginning of the mentoring relationship, set up a mentoring agreement or plan with your mentor outlining the goals and activities that you are planning to pursue, while being supported by your mentor (see *appendix 1* for a template).
* Actively seek and accept honest guidance and constructive feedback from your mentor.
* Be flexible – the mentoring relationship changes over time and more intense periods may alternate with less intense periods.
* Allow for sufficient time to build rapport with your mentor. Sometimes this may take a few meetings.
* Don’t be shy or afraid to ask questions of your mentor.

**Tips regarding meetings**

* It is the mentee’s task to schedule meetings in advance and follow up with their mentor.
* Meetings should take place in a public place and at times that are suitable for both parties.
* If required, set a reminder in your calendar to contact your mentor to schedule the next meeting.
* Like you, mentors are busy people with multiple responsibilities. Avoid cancelling meetings at the last minute and/or taking them for granted.
* Respect your mentor’s availability and its limits -- you can’t expect them to be available 24/7 or respond immediately. This is a professional relationship and it’s a good idea to ask your mentor the best time/way to contact them.

**Tips regarding meeting planning**

* Prior to each meeting, set aside some time to plan for it. Reflect on the outcomes and follow-up actions since the last meeting, and summarise the items you’d like to discuss with your mentor in the next meeting. You may also send your agenda to your mentor ahead of the meeting.
* At the end of each meeting, identify the next steps and action items with your mentor, and clarify who is responsible for completing each of them and within which timelines. You may wish to use the meeting planner in *appendix 2* as guidance.
* After each meeting you might like to send a thank you note to your mentor with details of how you plan to follow up on your discussion and what you have gained from it.

**Tips regarding mutual learning**

* Ask your mentor if they’d like to learn something from you, for example a skill, expertise or experience.
* Offer to exchange interesting professional articles, podcasts or other resources with your mentor.
* Be open and interested, and don’t hesitate to ask your mentor questions about things relevant for your development and career
* Ask your mentor for their views and recommendations regarding a challenge you are faced with, for assistance with a solution.
* Share a difficult situation and/or decision you have made recently, describing what you considered to reach an outcome. Invite your mentor to share what they have done to overcome challenging situations or make difficult decisions, and discuss your respective approaches.
* Ask your mentor to introduce you to their professional connections, and offer your mentor to introduce them to your connections.

**Appendix 1 – Mentoring agreement**

**MENTORING AGREEMENT**

This agreement exists to set your mentoring relationship up for success.

Document the ‘who’, ‘how’, ‘why’ and ‘what’ of your mentoring plan early, so you can get down to enjoying the reciprocal and potentially career-changing relationship with a new connection.

The full agreement and the fields are optional, but we recommend defining what success looks like upfront, so you can keep moving toward it together.

|  |  |
| --- | --- |
| **THE ADMIN** | |
| **Frequency of communication:**  How often do you commit to communicate (e.g. weekly, fortnightly, monthly)? |  |
| **Type of communication:**  In addition to meeting in person approx. once a month, how are you intending to communicate in between the meetings and how can you best use Mentorloop to manage online communications (e.g. sending messages, chatting online, exchanging documents, tracking events)? |  |
| **Recording of communication:**  What information shall be recorded of the meetings and action items? Shall the mentee, who is responsible for the recording and tracking, share them with the mentor? |  |
| **THE GOOD STUFF** | |
| **Mentee goals:**  As the mentee, why did you decide to enrol into this mentoring program, and what are the top 3 things you aim to achieving? Please also to remember to set up tasks in Mentorloop as to what you want to achieve. | **1)**  **2)**  **3)** |

|  |  |
| --- | --- |
| **Mentor goals:**  As the mentor, why did you opt in for this mentoring program, and what are the top 3 things you hope to achieve? | **1)**  **2)**  **3)** |
| **Mentor contributions:**  As the mentor, what are the main 3 ways in which you can support your mentee? | **1)**  **2)**  **3)** |
| **Joint expectation of achievement:**  How do you expect to work together to achieve your goals? How will you monitor and share your progress through Mentorloop? |  |
| **THE TERMS AND CONDITIONS** | |
| **Confidentiality** | The relationship between mentor and mentee is one of mutual respect and trust.  We agree to keep private and confidential any information disclosed by the other, unless he/she has given an explicit permission to share it with third parties. |
| **MENTOR SIGNATURE:**  **DATE:** |  |
| **MENTEE SIGNATURE:**  **DATE:** |  |

Adapted from Mentorloop “Mentoring Agreement” <https://intercom.help/mentorloop/resources-for-mentors/the-mentoring-agreement>.

**Appendix 2 – Meeting planner template**

|  |  |
| --- | --- |
| MENTORING MEETING PLANNER | |
| Date of meeting |  |
| Update against actions  from previous meeting |  |
| Topics for today’s meeting |  |
| Action items before the next meeting | |  |  |  | | --- | --- | --- | | Action | Responsible | Due date | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| Current challenges and possible solutions | |  |  | | --- | --- | | Challenge | Possible solutions | |  |  | |  |  | |  |  | |  |  | |