

# A Mentor and Mentee Guide

This guide will show you how to get the most out of your mentoring relationship while utilising the Mentorloop platform.

# Getting started

## Welcome!

Congratulations on beginning your mentoring journey! Watch [this video](#) to learn a little more about mentoring and Mentorloop.

## Recruitment

By now you would have gone through our recruitment process where we asked questions about you, your career and more importantly what you can bring or would like to achieve from your mentoring experience.

We recommend [keeping your profile up to date](#) to make sure you're appropriately matched!

## Mentoring Milestones

Milestones set out recommended tasks and actions to guide you on your mentoring journey, making it easy for you to track your progress.

You can read more about Milestones [here](#).

## COMPANY LOGO

### Welcome to Your Mentoring program!

Joining our mentoring career by getting help expanding your support others grow.

It's easy to get started couple of pages, and success.

#### Let's talk mentoring

You may have a clear vision of yourself as Mentor or a Mentee but often people have things they can teach as well as areas ripe for development.

If you fall into this category select both below.

Which role best describes you?

Mentor  Mentee  Both

How would you prefer to be mentored?

In Person  Online  Don't Mind

Is there something you wish to focus on?

Yes  No

Perhaps a skill you're hoping to focus on or refine

Next

### Your Mentoring Milestones

These milestones set out recommended tasks and actions you can complete to get the most out of Mentorloop and your mentoring experience. As you progress, you'll get a good understanding of the crucial moments required to achieve your goals and build lasting and impactful relationships.

1	Getting started	+
2	Matching	+
3	First meeting	+
4	Grow together	+
5	Levelling up	+

# Matching

## Pre-Match

Your Program Coordinator may have already paired you with someone using an algorithm (skills, experience, location etc). If this is the case, we recommend reaching out to say hello to start your mentoring partnership!

## Finding a match

You may have the option of finding a match yourself within the program.

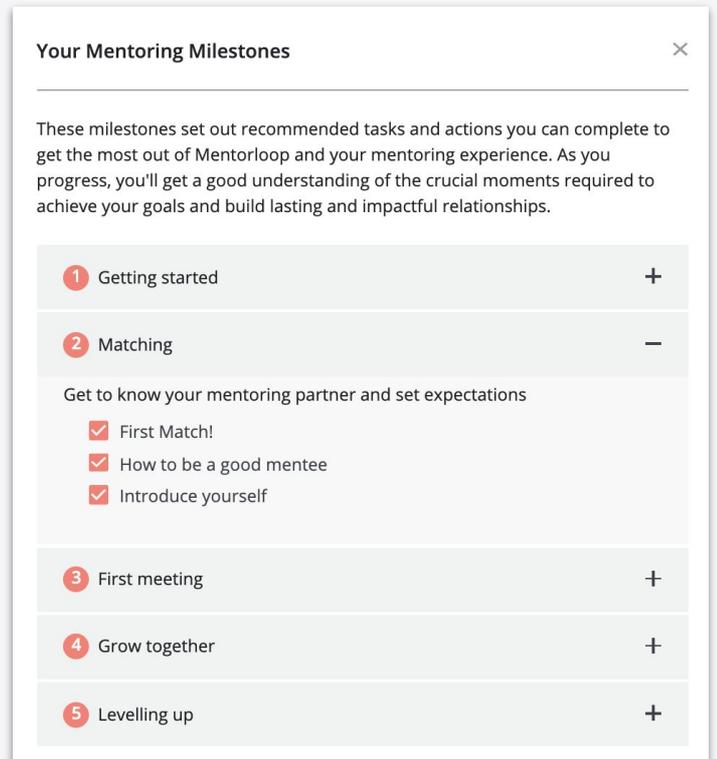
If so, you can explore new mentoring matches via the left navigation bar of Mentorloop under ['Find New Matches'](#).

You will also be able to view some 'Recommended Matches' via your dashboard. These are the people our system has identified as being the best possible match for you.

## Match Requests

Once you have found a great mentoring match you can click 'Connect'. [Here](#) are some tips on requesting your mentoring match.

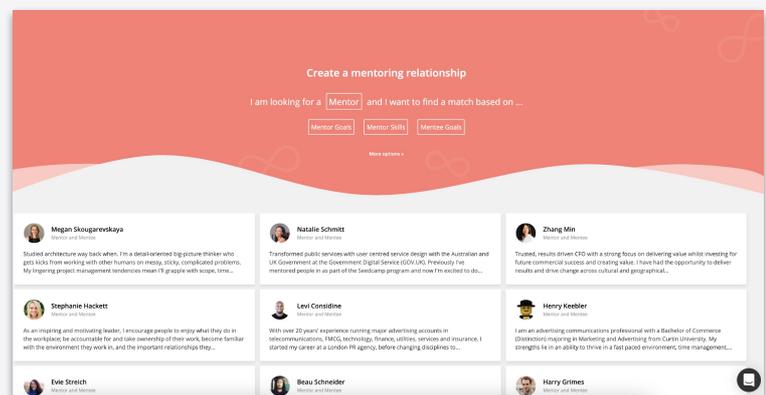
Keep an eye on your notifications for match requests from other participants on the program!



**Your Mentoring Milestones** ✕

These milestones set out recommended tasks and actions you can complete to get the most out of Mentorloop and your mentoring experience. As you progress, you'll get a good understanding of the crucial moments required to achieve your goals and build lasting and impactful relationships.

- 1 Getting started +
- 2 Matching -
  - Get to know your mentoring partner and set expectations
    - ✓ First Match!
    - ✓ How to be a good mentee
    - ✓ Introduce yourself
- 3 First meeting +
- 4 Grow together +
- 5 Levelling up +



**Create a mentoring relationship**

I am looking for a **Mentor** and I want to find a match based on ...

**Mentor Goals** **Mentor Skills** **Mentee Goals**

**More options**

 <b>Megan Skougarevskaya</b> Mentor and Mentee Studied architecture way back when. I'm a decentralised big picture thinker who gets kicks from working with other humans on messy, complicated problems. My lingering project management tendencies mean I grapple with scope, time...	 <b>Natalie Schmitt</b> Mentor and Mentee Transformed public services with user-centred service design with the Australian and UK Government as the Government Digital Service (GDS) UK. Previously I've mentored people in as part of the Sandbox program and now I'm excited to do...	 <b>Zhang Min</b> Mentor and Mentee Trained, results driven CEO with a strong focus on delivering value whilst investing for future commercial success and creating value. I have had the opportunity to deliver results and drive change across cultural and geographical...
 <b>Stephanie Hackett</b> Mentor and Mentee As an inspiring and motivating leader, I encourage people to enjoy what they do in the workplace, be accountable for and take ownership of their work, become familiar with the environment they work in, and the important relationships they...	 <b>Levi Considine</b> Mentor and Mentee With over 20 years' experience running major advertising accounts in telecommunications, FMCG, technology, finance, utilities, services and insurance, I started my career at a London PR agency, before changing disciplines to...	 <b>Henry Keebler</b> Mentor and Mentee I am an advertising communications professional with a Bachelor of Commerce (International Marketing in Marketing and Advertising) from Curtin University. My strengths lie in an ability to thrive in a fast-paced environment, time management...
 <b>Evie Streich</b> Mentor and Mentee	 <b>Beau Schneider</b> Mentor and Mentee	 <b>Harry Grimes</b> Mentor and Mentee

# Mentoring Success

## Your 1:1 loop

Once you are matched, you will have access to a 1:1 loop with your mentor/mentee. You can communicate using the chat feature and within the loop you can also [schedule meetings](#), [launch Zoom calls](#), [share files](#) and mentees can [set goals](#). Overtime, the loop becomes an online journal of your mentoring experience.

Your 1:1 loop is confidential.

## Mentoring Agreement

We recommend setting expectations early on in your mentoring relationship. This adds structure and allows both the mentor and mentee to have a clear understanding of how your mentoring relationship will work.

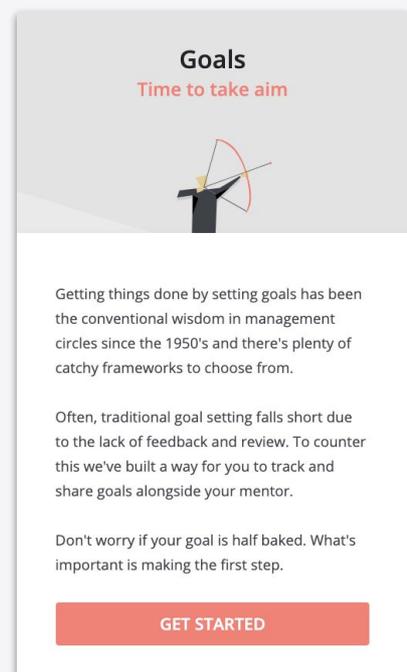
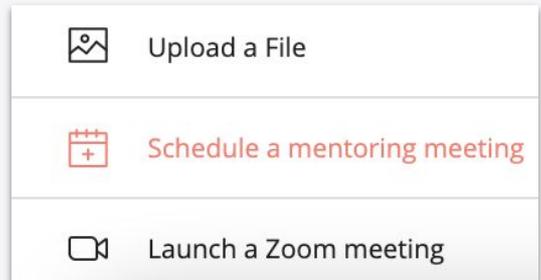
The [mentoring agreement](#) will help you outline your mentoring expectations and set you up for success.

## Goal Setting

Goal setting is an integral part of the mentoring journey.

Whether you're a mentor, mentee or both you can set goals directly from your Mentorloop dashboard.

We have a range of [resources](#) to help you set goals, including [The Mentorloop Goal-Setting Framework](#) and FAQs on [how to set goals!](#)



# Support

## Nudges and Notifications

Mentorloop will send communications throughout the first six months of your journey with tips and tricks to keep the momentum going!

We recommend keeping an eye out for communications from your mentor, mentee or Program Coordinator. Notifications will be sent to your email if you are not logged into Mentorloop.

## Mentoring Resources

Mentorloop is here to help facilitate mentoring within your organisation or community.

You can access [resources](#) to help you along your mentoring journey or keep up to date with our [blog](#)!

## Program Support

You will have access to a 1:1 loop with your Program Coordinator who will help you with questions around the program itself.

You will also have access to Mentorloop Support. We can provide mentoring advice as well as technical support.

