

NCSG Mentor Program Guidelines and Rules

Guidelines

For the mentor:

- Together with the mentee, decide on the goals of the individual relationship. For example of the mentor it might be to pass on knowledge and share insights about the profession and encourage an active engagement with the association.
- Together with the mentee, decide on regularity, frequency and how contact will occur e.g. face-to-face meetings, phone conversation, by email or some other form of internet communication such as Zoom.
- Keep the agreed contact commitments. The occasions when work or personal pressures stop this contact occurring, make sure the mentee is advised of the situation.
- Be a good listener and respect confidentiality.
- Show a willingness to listen and communicate with the mentee.
- Provide guidance, offer relevant advice and give feedback to the mentee when required. Don't feel responsible for solving problems (e.g. finding a position) rather tease out an issue or problem with your mentee encouraging them to find their own solution.
- Introduce the mentee to professional networks.
- Help the mentee explore career development opportunities.
- Understand your own professional boundaries and knowledge and be ready to refer the mentee to others who might have more knowledge.

For the mentee:

- Together with the mentor, decide on the goals of the individual relationship. For example of the mentee, it might be gaining networking contacts within the profession to aid their future development and gaining an understanding of how the association operates.
- Together with the mentor, decide on regularity, frequency and how contact is going to occur e.g. face-to-face meetings, phone conversation, by email or some other form of internet communication such as Zoom.
- Keep the agreed contact commitments. The occasions when work or personal pressures stop this contact occurring, make sure the mentor is advised of the situation.
- While the mentor will provide guidance, feedback and advice, it is up to the mentee to take responsibility for their own development.
- Be proactive in initiating contact with your mentor and asking for feedback and advice.
- Ensure confidentiality is maintained.
- Be willing to listen and learn.

Program Rules

- Mentor must make initial contact with mentee within one week of session start date.
- Mentors must communicate with mentees at least three times per session.
- Both parties must commit to the entire session.
- Both parties must respond within 72 hours.
- Either party must give at least 24 hours advance notice if there is a conflict with the scheduled meeting time.
- Both parties must fill out the evaluation at the end of the session.
- Both parties must not attempt to sell products or services.
- Total meeting time over the course of the session must be at least 6 hours.
- Both parties agree to sign and uphold the confidentiality agreement.