



# GUIDE TO A SUCCESSFUL MENTORING

**Mentoring can take different forms depending on the goals of both the mentor and the mentees, it is an activity aiming at sharing knowledge and skills, helping the mentee to make contact with other researchers and assisting with career counselling. It can take place online, face-to-face if the opportunity arises, through e-mail, telephone, etc.**

## **BY JOINING THIS PROGRAMME THE MENTOR IS COMMITTED TO:**

- Guide and advice the mentee in her/his career development, which implies counselling in work-life balance, skills and personal development among others.
- Keep regular contact and informing the mentee in case of temporary unavailability
- Build trust through mutual respect and reliability
- Listen carefully and communicate in a clear way and respect confidentiality
- Establish mutual expectations and boundaries; respect each other and reach out to the programme coordinators if someone oversteps these boundaries.

## **THE RIS4CAREERS TEAM RECOMMENDS MENTORS TO:**

- Investigate schemes at the institution or company that may interest your mentee
- Encourage your mentee/s to follow-up training or support them to consider different set of skills + advise them in their choices taking into account their prospects
- Undertake training for mentoring practises (provided by the programme) and develop a mentoring style you feel comfortable in

## **MENTEES ON THE OTHER HAND COMPROMISE TO:**

- Identification of subjects of interest to discuss with the mentor
- Reach to the mentors in a timely manner to schedule meetings or ask for advice when needed, always within the boundaries established by both parties
- Understand that mentors are not to offer a research position, but to support a reflection on aptitudes and goals

## **WHAT IS NOT MENTORING?**

- Do not expect a mentor to be a friend, a head-hunter or a therapy service
- Mentoring does not mean lecturing, mentees are also professionals
- Mentors do not dictate what mentees should or should not do. Good communication is key
- Do not make requests that may put your mentor in a difficult situation