

Get Started with  
**Mentoring**

Guide for employers

# Mentoring

## What is Mentoring?

Mentoring is a process in which an experienced individual helps another person develop their goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities. Mentoring can be mutually beneficial to both mentee and mentor. As a mentor, you will have the opportunity to share your wisdom and experiences, evolve your thinking, develop new relationships, and gain mentoring skills.

## Benefits of Mentoring

### Young People

- Build and increase their self-confidence
- Support the transition from school to work
- Develop relationships and communications skills
- Enhance personal, social and emotional development
- Provide and sense of connectedness

### Organisations

- Creates a more positive work environment
- Fosters leadership in mentors
- Encourages staff development and growth
- Promotes a sense of cooperation and harmony
- Shows management is willing to invest in its people

### Mentors

- Develops leadership and management qualities
- Improves communication and personal skills
- Provides opportunity to volunteer and add value
- Reinforces skills and knowledge of the job
- Provides experience for competency-based selection

## Skills for Mentoring a Young Person

Mentors and mentees employ certain key mentoring skills. These are: active listening, building trust, determining goals and actions and encouraging and inspiring.

**Active Listening:** Listening actively is a key skill that you will use throughout your mentoring relationship with a young person. Active listening can help establish rapport creating a positive, safe and accepting space that encourages open communication between and mentor and mentee.

**Building Trust:** Trust is built over time. You will increase trust by keeping your conversations and other communications with your mentee confidential, honouring your sessions, being present; consistently showing interest and support, and by being honest with your mentee.

**Determining Goals and Actions:** Supporting your mentee to identify and set their own goals is a key role of a mentor. A useful model to follow is the GROW model which stands for Goal, Reality, Options and Way Forward. This involves establishing the goal, at what stage are you at in reaching that goal and understanding if there are any barriers. Followed by what are the options to reach this goal, and then identifying a way forward or how you are going to get there.

# Mentoring

**Encouraging and Inspiring:** Giving encouragement is the most valued mentoring skill. You can do this by recognising and praising accomplishments, showing encouragement for personal and professional growth, and providing support during challenging times.

## **Building a Mentoring Relationship with a Young Person**

Like most relationships, mentoring relationships progress through stages and take time. Trust in the process and do not feel downhearted if it takes longer than you expect. During this time, you will get to know each other and start to build trust. At your first meeting, you may both be nervous so chatting about topics such as likes and dislikes, interests, your career journey, interests and what you did at the weekend are helpful starting points. Remember, as a mentor you do not to share anything you are not comfortable with, and you should not expect your mentee to do so either.

## **Hints and Tips**

- You don't need to have all the answers. Think of yourself as a 'learning facilitator'.
- Mentoring is a reciprocal relationship. Be prepared to learn new things about yourself as well as your mentee.
- Build your mentees confidence through positive, constructive feedback.
- Reflect on you own mentoring practice and ask you mentee for feedback. Showing you are open to receiving feedback can also help build trust.
- Encourage, inspire and challenge your mentee to achieve their goals.
- Try not to control the mentoring relationship or drive the outcomes. This is your mentees journey, and they are in charge.

## **Next Steps: DYW Partner Programmes**

DYW work with closely with a number of partners across Careers Education. Two of those organisations; MCR Pathways and Career Ready are mentoring organisations. To find out if they operate in your area, and how you can get involved please speak to your local DYW Regional Group or contact the organisation directly.

MCR Pathways supports care-experienced young people through a school-based mentoring programme, matching young people with a fully-trained volunteer mentor.

Career Ready is a national social mobility charity which works with employers, schools, and volunteers to support young people across the UK. Young people are match with a mentor and during this time receive mentoring, masterclasses, workplace visits and take part in a paid internship during the summer.