



LIV Mentoring

GUIDELINES & INFORMATION FOR MENTEES

These guidelines are intended to provide LIV members with information on the role of a mentee and guidance on establishing, conducting and reviewing mentoring relationships. Further information is available on www.liv.asn.au/mentor and under FAQs for mentees.

TIPS FOR MENTEES:

- Always ask questions
- Listen and learn from your mentor
- Maintain your mentor's confidence and privacy at all times
- Respect your mentor and appreciate the help he/she is providing
- Communicate openly with your mentor and be receptive to feedback
- Be open to cultivating new attitudes and behaviour and learning new skills

MENTEE UNDERTAKING

Mentees will be required to agree to the following, in order to access the LIV Mentor Directory online:

- Maintain confidentiality and respect for the mentor's privacy;
- Behave ethically and safely at all times;
- Advise the LIV of any problems arising out of the mentor/mentee relationship;
- Keep to scheduled meeting times, or give adequate notice to mentors of changes.

GUIDANCE ON ESTABLISHING AND CONDUCTING AN ONGOING MENTORING RELATIONSHIP

Where a mentor and mentee wish to form an ongoing mentoring relationship, they should:

- Discuss the LIV Mentoring Guidelines
- Agree on the ways of working together, such as:
 - Location of meetings
 - Frequency of meetings
 - Scheduling of meetings
 - Length of meetings
 - Structure of the meetings

DURATION OF ONGOING MENTORING RELATIONSHIPS

Mentors are asked to commit to LIV Mentoring for a period of 12 months. However, the duration of an ongoing mentoring relationship is determined by the mentor and the mentee and it may well be that it comes to a natural conclusion.