



## **Mentoring Programmes Guidelines**

The purpose of this document is to provide guidelines for the Mentoring Programmes.

### **1. Appointment of Mentors**

- 1.1. Mentors shall be sourced from Junior and Senior members of LIFE dependant on the Scholar's degree level and on the Member's seniority level;
- 1.2. Undergraduate scholars can be mentored by Mid-level Members (with at least 4 years of experience);
- 1.3. Postgraduate scholars and Junior Members will be mentored by Senior members; and
- 1.4. Senior Members will be mentored by Senior or Premium members who are more experienced or qualified.

### **2. Origination of Mentees**

- 2.1. All LIFE scholarship recipients automatically qualify for the Scholarship Mentoring Programme;
- 2.2. Junior Members can be considered for the Mentoring Programme; and
- 2.3. Senior members can be considered for the Executive Mentoring Programme running annually from January to December.

### **3. Matching process**

- 3.1. Mentees are assigned to Mentors by the Nurture Coordinator (under the guidance of the Nurture Committee if needed), based on geographical location, career interests and availability;
- 3.2. Each mentor could be assigned up to three mentees;

#### 4. Duration of Mentoring

4.1. Scholar mentoring is effective from the day of matching and covers the entire curriculum's duration. After that period, informal mentoring is at the discretion of the mentor and mentee;

4.2. Junior Mentoring is effective from the day of matching for a period of up to 12 months. After that period, informal mentoring is at the discretion of the mentor and mentee; and

4.3. Executive Mentoring is effective from the day of matching for a period of up to 12 months. After that period, informal mentoring is at the discretion of the mentor and mentee.

#### 5. Responsibilities

Actions	Mentee's obligation	Mentor's expectations
<b>* Before the first meeting:</b>		
Initiate contact within a month after the pairs have been announced and establish a time and place for the first meeting	X	
The mentee may want to share results of any feedback or assessment as a tool to help identify the most appropriate developmental opportunities	X	
<b>* The First meeting:</b>		
Mentees will identify three of the most important outcomes they hope to accomplish through the programme	X	
Mentors will identify how they can and cannot assist in accomplishing those outcomes. Discuss the mentee's career goals and development objectives		X
The mentor provides insight on the resources he/she has that align with the mentee career goals and development objectives		X
The Mentee and the Mentor need to agree on a development plan (objectives and milestones to achieve those objectives). A copy of this will be sent by the Mentee to the Nurture Coordinator to allow for a constructive follow-up	X	X
<b>* During subsequent meetings:</b>		
Mentor and mentee should evaluate how to work towards meeting the established milestones	X	X
Mentor should give potential assignments for the mentee that align with his/her development objectives		X
Mentor should identify other key individuals the mentee should meet		X



For LIFE scholarship recipients, the mentee should send official transcripts to the Mentor and the NC at the end of each Semester	X	
For LIFE scholarship recipients, the mentor shall examine both the academic achievement and the professional promise of the mentee; should there be any concerns, the mentor shall inform the Nurture Coordinator immediately		X
The mentor shall keep their mentee's personal information strictly confidential		X
<b>* Feedback for the Scholar Mentoring Programme:</b>		
The mentee shall complete a Mentoring feedback form <b>twice a year</b> to provide feedback on their experience with LIFE	X	
The mentor shall complete a Mentor feedback form (or by email) to provide feedback <b>once a year</b> , or as frequently as desired		X
The mentee shall inform the Nurture Coordinator of any major developments relating to their career and studies. These include: <ul style="list-style-type: none"> <li>• Securing an internship</li> <li>• Exam results</li> </ul>	X	
<b>* Feedback for the Junior Mentoring Programme:</b>		
The mentee shall complete a Mentoring feedback form <b>twice a year</b> to provide feedback on their experience with LIFE	X	
The mentor shall complete a Mentor feedback form (or by email) to provide feedback <b>once a year</b> , or as frequently as desired		X
<b>* Feedback for the Senior Mentoring Programme:</b>		
After the first meeting, the Mentee shall send to the NC the agreed Development Plan and the agreed length of the relationship (6-12 months).	X	
The mentee shall complete a Mentoring feedback form <b>twice a year</b> to provide feedback on their experience with LIFE	X	
The mentor shall complete a Mentor feedback form (or by email) to provide		X

feedback <b>once a year</b> , or as frequently as desired		
For all Mentoring Programmes, the mentor and/or the mentee should inform the Nurture Coordinator of any major concern if they feel that the pairing is not working in order for the Coordinator to propose a new pairing	X	X

**6. Nurture Coordinator (NC)'s supervision**

6.1. The NC shall match LIFE scholarship recipients to mentors within 2 months of the candidate receiving the offer of a scholarship;

6.2. The NC shall send a matching email to mentors and mentees to confirm their match and attach relevant documents to inform them of their responsibilities and the programme's guidelines;

6.3. Follow-up:

6.3.1. The NC shall follow-up with the mentee within 1 month of the inception of the Mentoring relationship to ensure that contact has been made with the Mentor;

6.3.2. The NC will follow-up with the Mentee and the Mentor respectively every 6 months and every year in order to get feedback; and

6.3.3. At the end of the mentoring relationship, the NC shall write to the mentor to thank them for contributing to LIFE's Mentoring Programme.