



Mentoring Programme 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
* Before the first meeting:		
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	
* The First meeting:		
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
* During subsequent meetings:		
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



* Feedback for the Scholar Mentoring Programme:		
The mentee shall complete a Mentoring feedback form twice a year to provide feedback on their experience with LIFE	X	
The mentor shall complete a Mentor feedback form (or by email) to provide feedback once a year , 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"> • Securing an internship • Exam results 	X	
* Feedback for the Junior Mentoring Programme:		
The mentee shall complete a Mentoring feedback form twice a year to provide feedback on their experience with LIFE	X	
The mentor shall complete a Mentor feedback form (or by email) to provide feedback once a year , or as frequently as desired		X
* Feedback for the Senior Mentoring Programme:		
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 twice a year to provide feedback on their experience with LIFE	X	
The mentor shall complete a Mentor feedback form (or by email) to provide feedback once a year , or as frequently as desired		X
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.

6.4. Reminders in calendar:

Scholars Mentoring	September	October	January	June
	Pairing	Send reminder to make sure they have initiated contact	Send Feedback Questionnaire to Mentees	Send Feedback/Exit Questionnaire to Mentees & Mentors
Executive Mentoring	January	February	June	December
	Pairing	Send reminder to make sure they have initiated contact	Send Feedback Questionnaire to Mentees	Send Exit Questionnaire to Mentees & Mentors