

gdb Mentors- Roles and Responsibilities

Both mentor and mentee share the responsibility for setting up meetings (time and location). They are both responsible for attending those meetings and being on time. If there is a need to postpone (for a real and sudden emergency), the mentor/mentee will communicate with the other party.

Mentee Role and Responsibilities: It is important to note, that the responsibility for development will lie with the mentee. It is good practice to prepare for each session, perhaps with a set of questions or current challenges. The mentor can share their knowledge, experience and ask questions to get their mentee thinking. However, what the mentee does with that information will be their choice. Nothing a mentor says is absolute 'fact' or 'truth', so treat it as 'suggestions'! **3**

It is the mentee's role to set outcomes and take action to aid their own development.

Mentor Role and Responsibilities: The mentor can share (and sometimes demonstrate) experience, knowledge and coach their mentee. Rather than 'giving' advice, consider that you may be offering it or 'putting it on the table' for consideration. A mentor may also share (or point their mentee to) relevant resources. However, the mentor should not be taking action on the mentee's behalf (i.e. doing their work for them!)

The mentor can also set up and remind their mentee of any guidelines and agreements made about the mentoring process and relationship.