



LGBTGREAT
Members | Advisory | Careers

Going for Great – Mentoring Programme

Mentee Toolkit



Welcome to the LGBT Great Mentoring Programme!

Workplace mentorship programs are one of the best ways to build yourself up professionally and personally.

Becoming a Mentee is a hugely beneficial process that will enable you to develop and improve your skillset and progress your career development. By connecting with our LGBT Great Mentors, you will be able to learn from their experiences and develop your thinking, whilst also sharing your knowledge and helping them to become greater allies.

This Toolkit is designed as a stepping stone to provide you some relevant information to help get you started and ensure you get the most out of the process.

What's in it for you?



Develop and expand career skills.



Increase knowledge of leadership and Mentor's journey.



Gain a structured approach to personal development.



Connect with professionals from other organisations and expand network.

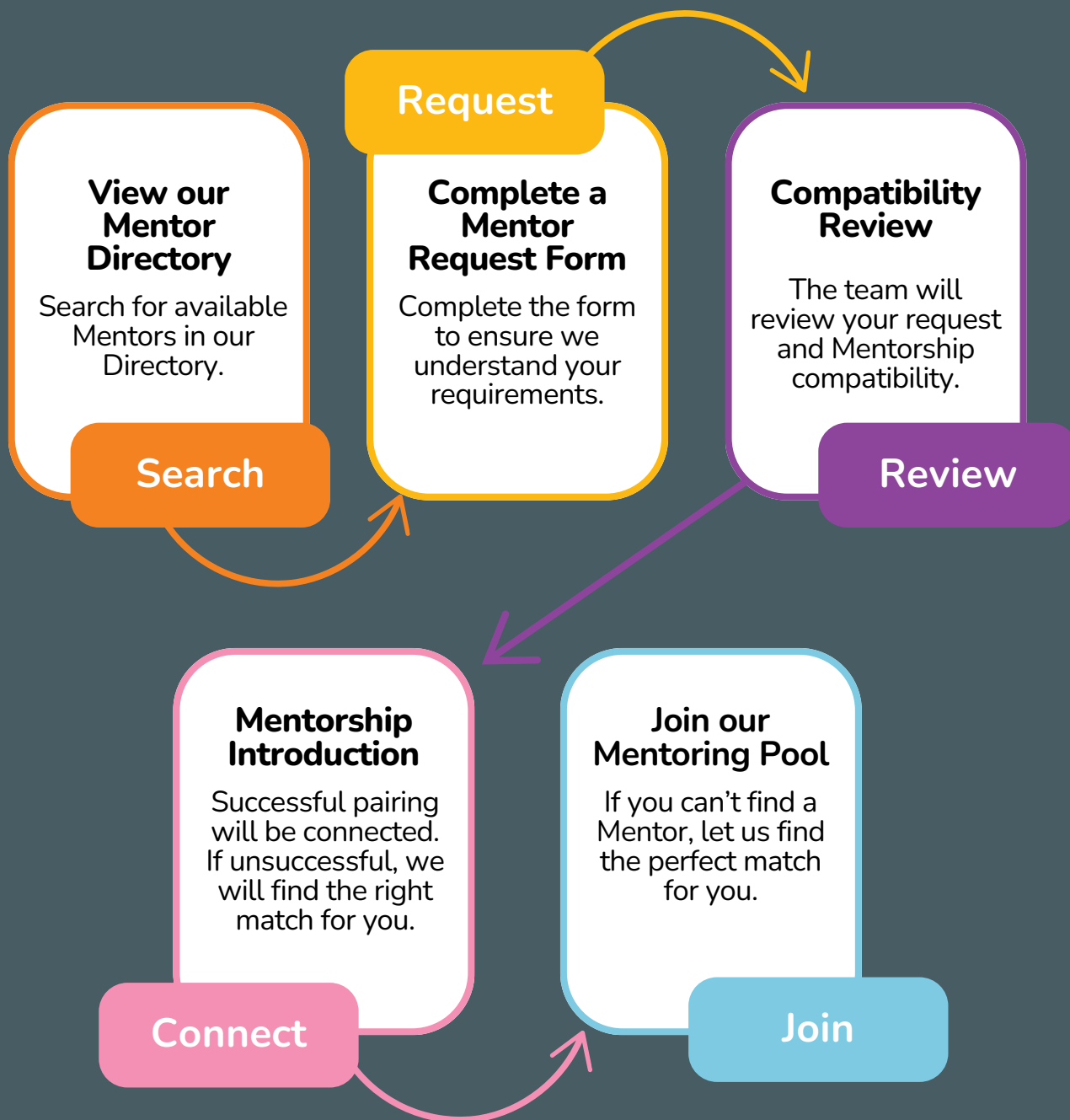


Building resilience and adaptability.



Grow your visibility as a Project 1000 Role Model.

How do I get involved?



Go to: www.lgbtgreat.com/mentor-directory and request a Mentor from our directory, or email lauren@lgbtgreat.com



LGBTGREAT
Members | Advisory | Careers

What is required of me as a mentee?



How do I approach the first conversation with my mentor?

Below we provide a proposed outline agenda for your first session. As a mentee, you are encouraged to prepare for each session and consider discussion points ahead of time.

Remember that this first meeting is designed to develop thinking, and therefore we recommend that you take notes so that you can follow up with a summary post meeting; this way, you can both refer back to this.

Session one outline

Introduction (10 minutes)



- First things first, introduce yourself and share some information on your background and career. Why have you decided to embark on mentoring?
- Remember that the mentoring relationship is completely yours to own and manage and that all discussions are strictly confidential.

Goals & Objectives (15 minutes)



- Explain to your Mentor what you hope to get out of the mentoring relationship.
- Likewise, invite them to share what they hope to achieve too.
- Work together to affirm what good would look like at the end of the process.
- Invite your Mentor to share with you their own goals and objectives and the items that they would like to learn during the process.

Focus Areas (15 minutes)



- Describe the themes you would like to cover during the course of the relationship.
- Discuss these with your Mentor and establish and define why these topics are important to you.
- Which points are your priorities, and which are secondary? Ideally aim to get to identify 5 key focus areas and invite your Mentor to provide their feedback
- Highlight any work or support you have had previously.
- Discuss openly what you both can gain from the Pairing.
- Discuss with your Mentor what would be of most value to them? What would they like to see?

Next Steps and Commitments (15 minutes)



- Thank them for their time and explain that you are excited to work with them and form a mentoring relationship.
- Agree to take time away and think through the discussion, and also to confirm if the match is right for you as this is important.
- Agree to confirm back to your Mentor and, if you wish to proceed, to confirm a list of the topics documented
- All being well, contact your Mentor to confirm a date and time for the next meeting.

What happens throughout the Mentoring ?

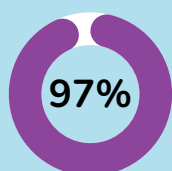
Once a Mentoring Pairing has been confirmed, it is the responsibility of you, the Mentee, to drive the ongoing relationship and to decide how frequently to meet. We recommend that this every one to two months for one hour. The Mentoring Pairing is recommended to be in place for a minimum of six months, most last about a year.

We also request that the Mentee updates LGBT Great every three months, with a progress update, by emailing lauren@lgbtgreat.com.

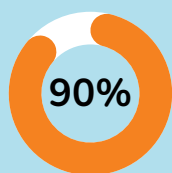
At the end of the Pairing, we will be in touch to gather your feedback on the process to ensure that we are able to continue to create successful and empowering partnerships on the Mentoring Programme.

Should you have any concerns, or not be comfortable for any reason, please contact lauren@lgbtgreat.com to discuss this confidentially with a member of our team.

Why is LGBTQ+ mentoring relevant?



mentees consider the mentor/ mentee relationship to have been valuable. Source: McCarthy Mentoring.



of LGBTQ+ employees would like to be involved in mentoring. Source: LGBT Great.



of LGBTQ+ employees would like to access specific LGBTQ+ focused development programmes. Source: LGBT Great.

5x more likely

Mentees are 5x more likely to be promoted than those that haven't completed a formalised mentoring programme. Source: Forbes.



Final Thoughts

A workplace mentoring program is one of the best ways to develop your talents and achieve your goals both professionally and personally. To get the most from your mentorship it is important to be prepared, get a good match (don't feel you need to stay with your mentor if the match doesn't work. Mentorship is built around a relationship and that needs to be a positive experience for you both) and commit yourself to the process.

Make the most of it by staying motivated, asking questions, and applying the feedback you receive!



Get in touch

Lauren Cahill

Head of Operations &
Careers Leader

Email

lauren@lgbtgreat.com

We help workplaces become authentically inclusive. Because when your people prosper, everyone thrives.