



Gyanoday College of Education Janjgir

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Internal Quality Assurance Cell (IQAC)

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NOTIFICATION

MENTOR/MENTEE POLICY

Nurturing the mentor/mentee relationship

The key to a successful mentoring program is nurturing the organic relationships that forms between mentors and mentees. Some useful advice that managers can impart to each group are mentioned below:

What Mentor is expected to be:

1. Mentor is expected to be ready for mentorship and should be prepared to invest time and effort. This is especially important when trying to attract the participation of mentees.
2. Mentors may worry whether they actually have anything worthwhile to share. They should be assured that their expertise is valued.
3. Remind them that being a mentor enhances their portfolio, and that this volunteer work can be added to their profiles and resumes. Also, emphasize that they may actually learn from the relationship. Their mentee could serve as a sounding board, provide new insights, or inspire them to think more deeply about a new subject.
4. Mentors must take their roles seriously. Remind them to listen carefully and take notes when meeting with mentees. Make sure they understand enough about their mentee's job function in order to provide actionable advice.
5. In addition to holding ongoing conversations, mentors can help mentees by role-playing and providing candid feedback after observing them in action.

What mentee is expected to be:

Although a mentorship can be an incredible career accelerator, finding the right mentor can be a process. Encourage mentees to be patient.

Require mentees to develop agendas for their meetings, sharing them in advance with their mentors. Remind them to arrive promptly, armed with any data, metrics, slide decks, etc. for which they seek guidance.

Honesty is crucial in order for the relationship to flourish. Encourage mentees to be open and forthright about their problems and vulnerabilities.


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Encourage them to make their meetings count by focusing on one practical topic at a time, and warn them against wasting time discussing general or vague issues.

Mentoring Policy delivers valuable advantages to institution.

A well-designed mentoring program can:

1. Develop future leaders
2. Support personal and professional growth
3. Impart new skills
4. Retain or pass along important functional knowledge
5. Improve workplace engagement and morale
6. Boost employee retention and loyalty
7. Serve as a valuable onboarding tool
8. Provide a competitive advantage among the student

Mentor/ Mentee interactive mechanism

1. Focus on achieving learning goals

- Learning is the purpose and the payoff of mentoring. It's easy to get sidetracked and lose focus. Goals help you stay focused, moving in a positive direction and benchmark your progress.

2. Expect to drive the mentoring relationship

- Mentors are not mind readers. Be prepared to ask for what you need, when you need it. They won't know what you need unless you tell them.

3. Create SMART goals that will contribute to development

- Make sure your goals are crystal clear to you and your mentor. Goals need to be specific, measurable, achievable, realistic and timely.

4. Be authentic, open and honest

- Your willingness to be vulnerable makes a significant difference in your growth and development. If you pretend that all is perfect, your mentor will never get to know the real you, and you will miss out on real learning opportunities.

5. Prepare schedule for all mentoring meetings

- Advance preparation for mentoring sessions will save time, make meetings more efficient and result in more meaningful learning.

6. Stay connected and in communication with your mentor


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- Utilize multiple ways to stay connected to your mentor. Regular and consistent communication is the name of the game, whether it's face-to-face, email, Skype or telephone calls, the operative word is "and."

7. Be willing to stretch and step out of your comfort zone

- Expect your mentor to challenge you with questions and learning opportunities that might take you outside your comfort zone. They may initially make you uncomfortable, but the stretch is what will maximize your learning.

8. Ask for specific feedback

- Your mentor's honest and candid feedback will contribute to your self-awareness and get you to the next level. Practice asking for specific feedback and be prepared to receive it without being defensive. Share feedback with your mentor and act on what you hear.

9. Focus on the future

- It's easy to get bogged down in day-to-day issues instead of focusing on your future. Keep in mind that mentoring creates momentum towards your future development. Be prepared to articulate your vision for yourself so that you and your mentor can create strategies for your future success.

Establish best practices for working together

Stage a formal meeting where mentors and mentees can meet virtually or in person. Prior to this meeting, ask both parties to outline their expectations, what they hope to gain from their relationship, and how they will hold themselves accountable. Have them come to a verbal or written agreement. Without direction, mentoring relationships can lose focus and momentum.

Here are some best practices for providing guidance and structure:

- Encourage mentors and mentees to focus on specific problems or challenges. It might be the launch of a new product, the build out of a design team, or effective management of an underperformer.
- Clarify that mentors are not there to "fix" problems. Instead, their role is to help mentees consider various options and devise their own solutions.
- Mentors should avoid assigning "homework" to mentees. Instead, they should address what the mentee has accomplished between meetings.
- Unfortunately, sometimes mentorships fail. To assure compatibility and provide a natural exit if a match is not ideal, set an initial commitment of perhaps two weeks to allow both parties to determine if chemistry exists.
- An article posted on Fortune.com, details research showing that "male managers are three times as likely to say that they are uncomfortable mentoring women, and twice as uncomfortable working alone with a woman." Provide safe workplace havens for mentors and mentees of the opposite sex to meet.
- Continually champion your mentorship program, highlighting successes and sharing inspiring mentoring stories. Consider a formal recognition strategy that champions mentors and encourages new ones to volunteer.

Conclusion

As each mentoring cycle closes, reflect upon what was learned. Solicit feedback from participants and stakeholders through surveys. Ask for ideas to improve the program.