




PLEASE READ THIS DOCUMENT
BEFORE STARTING YOUR
MENTOR SEARCH

MyMentor

Global Mentoring Programme

A Guide for Mentees

Introduction to the programme

Getting started

Code of Conduct

FAQs



Version 4 - December 2022



WHY HAVE WE DEVELOPED MYMENTOR?

GlobalWelsh has a unique global network of individuals and business professionals with skills, talents and opportunities waiting to be shared.

Mentoring is a way to give back, connect with and learn from others in the global community.

The objective of the MyMentor/FyMentor programme is to facilitate meaningful connections that enables diverse Welsh talent around the world to learn, excel, connect and grow.

Ultimately, we want to have a tangible and positive impact on our members, their development and their future.



WHAT'S UNIQUE?

MyMentor is the first digital diaspora mentoring programme of its kind in the world. Mentors and Mentees can be from any industry and located anywhere in the world. Members can join the programme anytime and have control and flexibility over when, why and who they match with.

The Welsh connection brings with it a shared affinity and mutual ambition for Wales and Welsh people to excel.

OUR ROLE

The programme is member-led with GlobalWelsh as facilitator of the programme.

We ask that all participants adhere to our guidelines to ensure the best experience and outcomes for all parties during the mentoring process.

From time to time we will check in to check on progress and offer additional support.

If you require any help, or have any questions at any point during the process, you can get in touch with us at mymentor@globalwelsh.com.

Please refer to the membership terms and conditions for more information on GlobalWelsh's liabilities.



WHAT IS MENTORING?

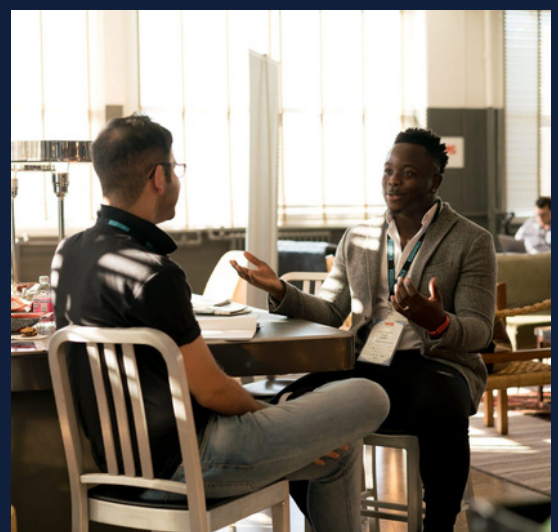
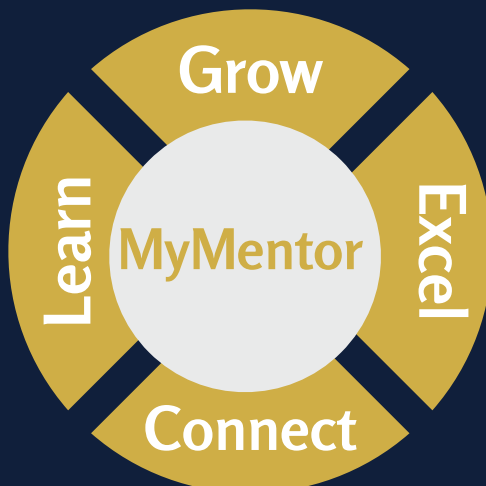
Mentoring is a distinct activity and is where a more experienced individual (the mentor) helps a less experienced individual (the mentee) and guides them to be better able to address the challenges they are facing.

Key to the process is that mentoring is a partnership, but one where one person (the Mentor) has more experience and uses it to help another (the Mentee) to develop and grow over time, in their work, and personal effectiveness. This is done within a safe, supportive and challenging environment.

The Mentee's wishes, needs and aspirations, combined with the skills and experience of the Mentor, shape the relationship.

A Mentor isn't a coach or line manager, they are an impartial supporter or adviser with the experience, influence, time and enthusiasm to commit to the relationship.

Confidentiality is key to the relationship between a mentor and mentee. The preparedness of the mentee to share not only successes but aspirations, concerns, weaknesses, worries, and doubts depends on there being trust and confidence that the discussions are kept confidential. It is essential that a mentor does not share details of what they have discussed with their mentee.



FINDING A MENTOR

Mentees are able to search and match with a Mentor via the MyMentor matching tool on GlobalWelsh Connect.

For mentoring to be successful, the Mentor and Mentee need to feel comfortable with each other and have a trusting relationship; confidentiality around discussions is extremely important. It is therefore sensible to check Mentor and Mentee compatibility.

Once your match request has been approved, you should arrange your first meeting with your prospective mentor. This meeting will allow you to ensure that you are comfortable with them and that they also confirm that they are able to support you.

Through discussion, you will agree how and when you will meet, how long each meeting should last, how frequently they should be and any boundaries that you each have for the discussion. Be open and honest with them about what you need from them as a Mentor.

HOW DOES IT WORK?

- Voluntary participation - self-nominated Mentors (approved by GlobalWelsh) and Mentees (Pathfinder or Pioneer members)
- Mentees and Mentors can join the programme and match at any time
- Mentors and Mentees can be from any industry, anywhere in the world
- Mentees search and request to connect with a Mentor based on needs and experience sought via Connect
- The process is owned and driven by the Mentee - they will take responsibility for keeping documents up-to-date
- Mentoring sessions can be conducted virtually via video call or face-to-face, if practical and comfortable for both parties
- **We advise mentorship lasts six months, meeting for a minimum one hour per month (can be shorter or longer if needed)**
- **Mentors can have a max of two Mentees at any one time**

WHO CAN BECOME A MENTOR/MENTEE?

To ensure commitment from those participating in the programme currently only Pioneers and Pathfinder members can apply to enrol as Mentors on the programme.

Pioneers (28+) and Pathfinder (aged 18-27) members can also access the programme as a Mentee.



GETTING STARTED

2 MENTOR SEARCH

Think about what you want to achieve and what sort of Mentor could help you.

To find a Mentor, simply login to Connect and head to the MyMentor section. Here you can search and browse available Mentors. View Mentor's Connect profiles for more information such as Experience and Industry.

Remember: new Mentors can enrol any time, so keep checking.

4 IS IT A MATCH?

You will receive an email letting you know whether the Mentor has approved or declined your request. You can log-in to check the status by heading to the MyMentor section and clicking 'Check MyMentor space'.

Please allow 10 working days for a response and keep an eye on your junk folder.

If you haven't heard anything within 10 working days, feel free to chase or get in touch with us at mymmentor@globalwelsh.com for help.

6 THE FIRST MEETING

The first meeting is an opportunity to get to know each other, establish a rapport and discuss objectives and goals.

This meeting can be conducted as a phone call, video call, or face-to-face - it's up to you, what is practical, and what you are both comfortable with.

8 STAYING ON TRACK

GlobalWelsh has put together some supporting documents (Agreement & Action Plan) to help you and your Mentor clearly outline your objectives and track your progress. We advise that you use these throughout the mentoring period.

Links to download these documents will have been shared with you via email when a match request is approved by your Mentor.

Please ensure these are signed, kept safe and up to date.

1

UPDATE YOUR CONNECT PROFILE

The first step very important step is to ensure that your profile on GlobalWelsh Connect is complete, up to date and visible to other members (Check My Settings > Privacy)

Add a profile picture and pay particular attention to the Industries, Skills and Experience sections of your profile.

A Mentor may decline your request if they don't have enough information about you on your profile.



IMPORTANT: PLEASE ENSURE THAT ONLY ONE MENTOR MATCH REQUEST IS ACTIVE AT ANY ONE TIME.

AWAIT A RESPONSE BEFORE SUBMITTING A NEW MENTOR REQUEST.

3

SEND A MATCH REQUEST

When you find someone you think is suitable match, reach out to them directly by selecting the red 'Connect' button on their Mentor Card. This will bring up a message box where you can submit your request to the Mentor (please see the tips provided).

The Mentor will then receive an email and get back to you to approve or decline the request. If the request is declined, the Mentor should provide feedback to you.

5

ARRANGING YOUR FIRST MEETING

This is a Mentee-driven programme so when your request is approved make sure you reach out to the Mentor to arrange your first meeting.

We advise reaching out to the Mentor via the GlobalWelsh Connect private messaging function in the first instance.

7

MOVING FORWARD

After the meeting, follow up with your Mentor to let them know your thoughts on the meeting. If it hasn't already been sorted, you could send across the supporting documents and arrange a time for your next session.

9

CONCLUDING THE MENTORING

Once you and your Mentor have mutually agreed to do so, the Mentor will formally end the mentoring period via Connect.

You will be alerted via email. This email will contain a message from your Mentor and a link to take part in a survey.

MAKING THE MOST OF YOUR TIME TOGETHER

As Mentee, it is your responsibility to take control and set up your mentoring sessions and keep documents updated. The dates and times of any mentoring sessions will be arranged between Mentees and Mentors. As Mentors may be anywhere in the world, mentoring sessions are likely to be held virtually and should be agreed between Mentor and Mentee.

Mentoring should last six months, (it can be longer or shorter if the Mentee requires and the Mentor can support). We recommend meeting once a month. Meetings between Mentors and Mentees typically last one hour. This time goes very quickly and so it is important to use it effectively.

To get the most out of this time follow these simple steps:

GETTING STARTED

FIRST MEETING: BUILDING RAPPORT AND AGREEING OBJECTIVES

- Introduce yourself
- Outline your goals
- Agree how long the meeting will last
- Agree what the objective is for the meeting
- Agree any personal or professional boundaries and confidentiality

It's at this stage that if either party doesn't think that it will work this is the time to let each other know in an honest and constructive manner.

WORKING TOGETHER

MEETINGS 2 – 5: SEEKING ADVICE

- You should do most of the talking
- Seek and be receptive to feedback
- Evidence what you say
- Explain what is going well and which working relationships are good
- Outline progress and challenges since the previous meeting
- Take notes so you can review what had been discussed

FINAL REVIEW

MEETING 6: REVIEWING PROGRESS

- Discuss what worked well and what didn't
- Was the objective achieved, if not why not and what will you do differently next time?
- Agree what happens next, what you do before the next meeting? Agree an action plan for going forward.
- If you both wish to continue, agree the time frame and schedule the next meeting

WHEN THE MENTORING PERIOD HAS CONCLUDED THE MENTOR WILL FORMALLY END THE MENTORING RELATIONSHIP VIA THE CONNECT PLATFORM.

IMPACT FOCUSED

As a diaspora community we are focused on cultivating meaningful connections and impactful experiences between our members, home and away.

At the end of each mentoring period, we will be asking Mentors and Mentees to complete a short follow-up survey to understand the outcomes and impact the experience has had on them and/or their business.

The survey is part of a wider academic research project being conducted by Dr. Sarah Louisa Birchley, a professor at Toyo Gakuen University, Tokyo, (and GlobalWelsh board member) looking at the impact of the programme. This research will also help us to evolve and focus the programme as we move forward.

A link to the survey will be emailed to you after you and your Mentor have formally concluded the mentorship and should only take a few minutes to complete.

If you have any questions about the research, please contact Dr Sarah Louisa Birchley at sarah@globalwelsh.com.



MYMENTOR CODE OF CONDUCT

Mentoring is a distinct activity and is where a more experienced individual (the mentor) helps a less experienced individual (the Mentee) and guides them to be better able to address the challenges they are facing. Key to the process is that mentoring is a partnership, but one where one person (the Mentor) has more experience and uses it to help another (the Mentee) to develop and grow over time, in their work, and personal effectiveness. This is done within a safe, supportive and challenging environment.

Mentoring is specifically focused on aiding the development of an individual and the intent should not be to use the opportunity as a business development or recruitment method.

THE CODE **Please read this code and abide by it at all times throughout the mentoring relationship**

The Mentor's role is to respond to the Mentee's needs and agenda; it is not to impose their own agenda.

Mentors will agree with the Mentee how they wish the relationship to work adopting the most appropriate level of confidentiality.

Mentors and Mentees will respond to each other in a timely manner whilst appreciating each others boundaries.

Mentors and Mentees will respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.

The Mentor will ensure the Mentee accepts increasing responsibility for managing the relationship; the Mentor will empower them to do so and will promote the Mentee's autonomy.

Either party may choose to end the mentoring relationship at any time. This must be done in an honest, constructive and respectful manner. If you require any support or guidance in doing so contact us at mymentor@globalwelsh.com.

The Mentor will not intrude into areas the Mentee wishes to keep private until invited to do so. They should, however, help the Mentee to recognise how other issues may relate to these areas.

Mentors will be open and truthful with themselves and their Mentee whilst participating in the mentoring relationship

Mentors will share the responsibility for the smooth winding down of the relationship with the Mentee, once it has achieved its purpose – they must avoid creating dependency.

The mentoring relationship should not be exploitative in any way, neither may it be open to misinterpretation.

Mentors should never work beyond the bounds of their capability, experience and expertise to the point where they do not feel confident in providing the Mentee with proper support. Where appropriate, Mentors should seek advice or refer mentees to another point of contact or support professional.

The confidentiality of both parties remains paramount at all times. At no time will a Mentor or Mentee disclose any part of the relationship to any person whatsoever, without the explicit agreement of the other. Notes may, for convenience, be retained by the Mentor but may be requested by the Mentee at any time.

Mentors have a responsibility to highlight any ethical issues (such as conflicts of interest) that may arise during a mentoring relationship at the earliest opportunity.

Mentors should not attempt to do the Mentees job for them - the Mentee has the ability and the potential, the Mentor's job is to help them realise it.

Mentors will maintain their professional competence through participation in continuous professional development.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE ROLE OF A MENTOR?

A mentor:

- Offers to give time as Mentor
- Identifies areas of expertise they can offer as a Mentor
- Commits to give time (Max 1-2 hours every 4-6 weeks)
- Attends meeting
- Holds Mentee accountable for development actions

WHAT MAKES A GOOD MENTEE?

- Has enthusiasm
- Is not defensive
- Isn't afraid to ask for help
- Seeks assistance in a timely manner
- Has realistic expectations of mentors
- Is open to feedback and has a desire to share and learn
- Is committed to confidentiality
- Takes risks and accepts challenges
- Follows through to achieve partnership goals
- Is a good listener
- Knows where he/she is going – goal oriented
- Is authentic and respects personal boundaries

HOW MANY MENTEES CAN MY MENTOR HAVE AT ANY ONE TIME?

We recommend that Mentors have no more than two mentees at any one time. This is to ensure that the mentor is able to focus and give quality time and attention to their Mentee(s).

CAN MY MENTOR ARRANGE TRAINING FOR ME?

A Mentor can discuss development and suggest areas for future development but cannot arrange training for you. It is the responsibility of the Mentee to follow up on development actions agreed at meetings.

ARE MY MENTOR MEETINGS CONFIDENTIAL?

Yes. Any communication or involving of others should be agreed between the Mentor and Mentee.

WHAT MAKES A GOOD MENTOR?

- Available and dedicated to others
- Leads and teaches by example
- Offers encouragement/builds self-confidence
- Inspires others/triggers self-awareness
- Stands by others in critical situations
- Shares knowledge/explains how the business works
- Challenges the mentee's growth
- Offers help and guidance
- Helps mentee overcome limiting behaviour
- Commits to confidentiality
- Is willing to take risks and accept challenges
- Commits to follow through and to achieve partnership goals
- Is authentic and respects personal boundaries

HOW OFTEN SHOULD WE MEET?

We recommend a one hour meeting per month but it may be that longer and less frequent meetings work better for both parties. In any case no less than 3 times during the mentoring period.

HOW LONG SHOULD THE MENTORING LAST?

We recommend 6 months, a minimum of six sessions. No longer than 12 months is advisable.

However, if both parties are happy the mentoring can be as short or as long as necessary to meet the needs of the Mentee.

WHAT DO I DO IF I AM UNHAPPY WITH THE RELATIONSHIP?

The first thing to do is to speak to your Mentor if you do not feel it is working well. It is not always easy to develop relationships with individuals who think differently to us.

It can be a great learning process for both parties to work through issues. The key is to address issues as they arise – don't let them fester.

If you feel your Mentor has behaved inappropriately please do let us know in confidence as soon as possible at mymentor@globalwelsh.com.

FREQUENTLY ASKED QUESTIONS (CONT...)

CAN OTHER MEMBERS SEE WHO I AM MATCHED WITH?

No, other members cannot see who is matched, only the Mentee, Mentor and GlobalWelsh can see this.

ARE MENTORS APPROVED BY GLOBALWELSH?

Yes, GlobalWelsh ask all Mentor applicants a series of questions and approve all those that are enrolled on the programme.

HOW DO I KNOW WHAT TO SAY WHEN APPROACHING A MENTOR FOR THE FIRST TIME?

We have put together a top tips document to help you craft your mentor match request.

It's also very important that your Connect profile is complete and up to date before sending a match request,

HOW MANY MENTORS CAN I HAVE AT ONE TIME?

So you can maximise the opportunity, we recommend that you only have one MyMentor Mentor at any one time. Once you have concluded a mentoring period with one Mentor, you can then start a search for a new one if needed.

CAN I SEND MULTIPLE MATCH REQUESTS AT THE SAME TIME?

The system will allow you to do this, however, to ensure no one is disappointed we ask that you only have ONE match request active at any one time.

Please await a response from your active match request before submitting another.

WHAT DO I DO IF MY MENTOR REQUEST IS DECLINED?

The Mentor should send you a message to let you know why they have declined your request.

There are a number of possible reasons why your Mentor may have declined your match request:

- The Mentor may not have time to support you at the moment
- The Mentor doesn't believe that they have the relevant skills or experience to support you
- The Mentor may be looking for additional information from you - is your profile up to date and visible to other members?

If you're able to rectify, please do so and resubmit your request or begin your search again.

CAN I BE A MENTEE AND A MENTOR AT THE SAME TIME?

Yes, you can. However, we advise that you consider your capacity before taking this on.

MORE QUESTIONS?

If there's anything else you need to know or if you require further clarity, drop the team a note via mymentor@globalwelsh.com and we'll get back to you.



Got a question?

Get in touch...

mymentor@globalwelsh.com