



Mentor programme

University of Copenhagen

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E-mail from a former mentee

‘I’m so happy to have been part of the mentoring scheme, and my mentor is really good, well prepared and full of good input and questions. She’s had many of the same issues and things to consider throughout her career as I do, so I really felt uplifted after each meeting. It’s been a boost at a time when I’ve had so much on my plate that it can get hard to manage.’

— Mentee, UCPH

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What do we mean by mentoring?

Mentoring is a helping relationship based on an **exchange** of knowledge, experience and goodwill.

Mentors help someone less experienced gain confidence, clearer purpose, insight and wisdom.

- Experience more important than hierarchy
- Power is 'parked'
- Learning is two-way
- The mentor helps the mentee do things for him/herself

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Rules for a good mentoring relationship

1. The mentee is responsible for ensuring there is an agenda for each meeting and putting what they learn into practice.
2. The mentor is responsible for setting sufficient time aside and being both physically and mentally present at the meetings. The mentor describes their own experiences.
3. The parties prepares an agreement at the first meeting.
4. The mentoring relationship focuses on the mentee's job/career.
5. The relationship lasts approx. 1 year



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Four ways of helping the mentee

Instruction	Advice	Guidance	Questions
The mentor has all the responsibility The mentor typically says: <i>You have to this and this!</i>	The mentor has a lot of responsibility The mentor typically says: <i>If I were you, I'd do this and this!</i>	The mentor and mentee share responsibility The mentor typically says: <i>Have you tried doing this and this?</i>	The mentee has all the responsibility The mentor typically asks: <i>What are you planning to do?</i>

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Roles of mentee and mentor

Mentee

Takes initiative to arrange meetings, with additional dates in the calendar

Writes summary for mentor by agreement

Mentor

Attends meetings and awaits the mentee's initiatives

Follows up if too much time passes between meetings

Shared

Formulate contract together
Remind each other of agreements, evaluations and progress

The logo for PERSPECTIV, featuring the word "PERSPECTIV" in white, uppercase letters on a teal rectangular background.

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How to prepare for the first meeting

- What do you wish to get out of the mentoring process?
- What do you need to know about your mentor?
- What do you want your mentor to know about you?
- What are your strong points? What are your greatest needs?
- What topics do you wish to discuss straight away? Which ones are most important to you?
- What examples can you use to illustrate the topics that are most important to you?
- What sort of help do you need right now?
- How will you deal with the issue of confidentiality in the mentoring relationship?

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Logbook

- Memory aid
- Documentation
- Recording reflections
- Thoughts, ideas and feelings
- Reminder (repetition)
- Communication tool
- Aid for writing summaries of meetings



Alignment of expectations

A working paper you can return to to check whether you're still on the right course.

Goals

- Describe maximum three objectives of your mentor relationship

Practical framework

- Describe the practical terms of the relationship concerning confidentiality, frequency and initiator of meetings

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Mentee/mentor agreement: questions to consider

- What is the mentee asking for help or support with (implicit/explicit)?
- What kind of help can the mentor give? Practical help? Invitation to his or her own network?
- What does the mentee hope the mentorship will lead to?
- What does the mentor hope the mentorship will lead to? For the mentee? For the mentor?
- Is there anything the mentor does not want to do or help with?
- How should the meetings be evaluated in the course of the mentorship, and how should the parties discuss the outcome?
- Should mentor/mentee agree on a principle of mutual confidentiality?
- Should mentor/mentee agree on conditions for cancelling meetings?



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Learning and evaluation in meetings

To be filled in by the mentee

Before the meeting:

1. What stands out from the previous meeting?
2. The goal discussed in the previous meeting:
 - How have I worked on it?
 - What went well? / What was difficult?

At the end of the meeting: spend a few minutes answering the following questions and briefly discuss your thoughts with your mentor before you part.

- What's been useful in this conversation?
- What would you like the mentor to focus on more?
- What will you work on before the next meeting?

To be filled in by the mentor:

Before the meeting:

- What stands out from the previous meeting?
- The goal discussed in the previous meeting: _____

At the end of the meeting: spend a few minutes answering the following questions and briefly discuss them with the mentee before you part

- What interested me most?
- What learning points have become clear to me?
- What did I learn about myself in this meeting?

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– the next step!

- An e-mail with contact details and advice for getting started
- Mentee contacts mentor
- Follow up after 4-5 weeks to hear if you are well underway
- Keep the end of the relationship in mind!



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