

SBS-EMCRA Inter-Departmental Mentoring Scheme for Level A/B Research Fellows

Etiquette

For both Mentees and Mentors

- Agree on how to schedule mentoring sessions, including frequency and duration and how you will communicate
- Attend mentoring sessions and follow up with action items
- Be professional, respectful and observe confidentiality
- Be punctual and provide advance warning of changes where possible
- Respond to communication in a timely manner

Suggestions for the First Session

- Introduce yourselves; include both personal and professional experiences, career paths and ambitions
- Agree on how you would like to communicate and the number of sessions you can both commit to
- Advise of any known upcoming periods of absence
- Discuss what you both would like to get out of the relationship and set goals
- Agree on action items to be completed before the next session