

## Mentoring is not just a great idea; it is a proven concept

### The Benefits

It is you who takes responsibility for your career. It is to your advantage to seek support for your development. Be proactive and explore the possibilities.

### Top Tips

Be clear on why a potential mentor can help you and what it is you want to learn from them. Everyone is busy, but if you put a compelling case together, it is unlikely that you will be turned down.

If your organisation does not have a mentoring scheme or you cannot find a mentor, look externally. The Corporate IT Forum provides a cross organisational mentoring as part of its service to members.

Remember you are not limited to one mentor; if you have two different objectives you want help with, one person may not have all the knowledge or skills to help, so have more than one mentor.

By clarifying your own expectations, you will be able to communicate them more effectively to your mentors.

### Define Your Expectations

Use the below worksheet to document your thought process

The reasons I want to be mentored are to:			
Receive encouragement and support <input type="checkbox"/>			
Increase my confidence when dealing with professionals <input type="checkbox"/>			
Challenge myself to achieve new goals and explore alternatives <input type="checkbox"/>			
Gain a realistic perspective of the field <input type="checkbox"/>			
Get advice on how to balance work and other responsibilities, and set priorities <input type="checkbox"/>			
Gain knowledge of "do"s and "don't"s <input type="checkbox"/>			
Learn how to benefit from a network of talented peers <input type="checkbox"/>			
Other <input type="text"/>			
I hope that my mentor and I will:			
Tour my mentor's workplace <input type="checkbox"/>	Go to events, such as workshops, together <input type="checkbox"/>		
Meet over coffee <input type="checkbox"/>	Other <input type="text"/>		
I hope that my mentor and I will discuss:			
Career options and job search preparation <input type="checkbox"/>	How to network <input type="checkbox"/>		
The realities of the workplace <input type="checkbox"/>	How to balance work and family life <input type="checkbox"/>		
My mentor's work <input type="checkbox"/>	Personal goals and life circumstances <input type="checkbox"/>		
Technical and related field issues <input type="checkbox"/>	Other <input type="text"/>		
The things I feel are off limits in my mentoring relationship include:			
Disclosing our conversations to others <input type="checkbox"/>	Using non-public places for meetings <input type="checkbox"/>		
Sharing aspects of our private lives <input type="checkbox"/>	Other <input type="text"/>		
The amount of time I can spend with my mentor is likely to be, on average:			
1 hour <input type="checkbox"/>	2 hours <input type="checkbox"/>	3 hours <input type="checkbox"/>	4 hours <input type="checkbox"/>
Each week <input type="checkbox"/>	Every other week <input type="checkbox"/>	Per month <input type="checkbox"/>	

Now you have an idea of your priorities, take the next step:

[www.corporateitforum.com/programme/mentoring](http://www.corporateitforum.com/programme/mentoring)