



MENTORING PROGRAM

NEXT STEPS FOR MENTEES

GETTING STARTED

1

You are required to set up the initial meeting with your potential mentor to determine if you would like to work together going forward and inform us of the outcome of that meeting.

If you both decide to continue, **you will lead the mentorship** going forward, including taking the initiative to schedule meetings and prepare agendas as required.

Once you are matched, **you will be required to sign a Mentoring Agreement** outlining mutual expectations between you and your mentor and your obligations to Kilfinan.

MENTORING CHECKPOINTS

2

You will be asked to **provide feedback at six months, annually, and at the close of your mentorship**. We ask that you be prompt and honest in providing this feedback, whether it is positive or negative. Feedback is confidential and will be used to understand the quality and effectiveness of Kilfinan's service and mentoring program.

REPORTING

3

Once you are matched, **if at any point you feel the match is not the right fit, contact us directly at the earliest opportunity**. Early intervention will provide the best opportunity to resolve any issues. We are committed to protecting confidentiality for both mentors and mentees and will address any potentially uncomfortable situations sensitively.

Additionally, **you are required to inform us if you're no longer meeting with your mentor for any reason**, or if you have any change of roles, organisation, and/or contact details.