

EAHIL Mentoring Programme

How do I register to be a mentor?

Please fill in the following form:

<https://member.myclub.se/public/forms/12247/SEiQ6N6eWt/>

How do I register to be a mentee?

Please fill in the following form:

<https://member.myclub.se/public/forms/12248/vidQ5rDM24/>

What happens next?

Once sufficient numbers of mentors and mentees have responded to the call and have been verified, mentees and mentors will be matched, based on their common areas of interest (indicated on the registration form).

Who can be a mentor?

It is important to highlight that anyone can be a mentor, **both senior and younger colleagues**.

While mentoring is often associated with more experienced professionals, younger professionals can also serve as effective mentors, particularly for mentees who are at a similar career stage, or for mentees that search to learn or update specific skills.

Young professionals may have unique perspectives and insights to share with their mentees, such as knowledge of emerging trends and technologies in their field. They may also be more relatable to younger mentees, making it easier to establish a strong rapport and build a productive mentoring relationship. Whether a young professional is suitable as a mentor will depend on their individual skills, experience, and willingness to commit to the mentoring relationship. With the right approach and mindset, young professionals can make valuable contributions as mentors and help to support the growth and development of their mentees.

What are the benefits of mentoring?

There are numerous benefits to mentoring, both for the Mentor and Mentee.

Benefits for the Mentor:

- Rewarding experience of training and aiding a mentee.
- Sharing one's experience, knowledge and insight is a great way of giving back to the profession.
- Personal growth.
- Two-way learning experience.

Benefits for the Mentee:

- Gain help with interview training, updating a CV, providing insight into health science librarianship or a specific element of it, keeping in touch with trends and standards, office conflict, management challenges and a whole host of additional aspects of the working world.
- Get help to provide an external, unbiased, fair and experienced opinion, advice and support where friends and family might not be able to. Being able to speak to someone more experienced who can guide one through their career is a key aspect.

In any case, professionals are advised to be self-aware about their limitations and be honest with their mentees about what they can and cannot offer in terms of guidance and support. They should also be willing to learn from their mentees and seek out feedback to improve their mentoring skills over time. Summarizing, mentoring benefits both the mentor and mentee, with the mentee gaining skill development, networking opportunities, increased confidence, and support, while the mentor experiences personal and professional growth, career development, satisfaction, and legacy building.

How to Mentor

Below are EAHIL's guidelines for mentoring.

The Introductory Call or Meeting

The introductory meeting is an essential first-step for mentoring. The introductory meeting should include the following items and it is important to discuss these at the start:

How often should you both meet or call?

How long should the mentoring relationship last?

What can the mentor offer?

What is the mentee looking for?

A recommended time is either a 30 minute or an hour-long meeting.

Setting the Expectations

It is important for the mentor and mentee to have an open discussion about what each other expects from the mentorship. This should be revisited regularly to ensure two-way communication and manage realistic outcomes for both parties.

Listen and Ask Questions

To be a good mentor, it is important to listen first and foremost. Listen to your mentee's challenges and help to guide them through exactly what it is that they need in order to develop and grow. At the same time, make sure that you are asking the right questions of your mentee. Ask about the challenges and problems being faced, or what your mentee's goals are and ensure that you are both clear on exactly what the situation is. By asking questions you should ensure you are encouraging self-reflection and rather than providing mentees with answers, give them the tools and guidance to find the answers themselves.

Offer Experience-Based Guidance

We learn from our failures and from the mistakes we make, far more than we learn from our successes. Therefore, the more we encourage mentoring, the more we can grow and reduce the

mistakes and failures we make. In mentoring, it is important to provide experience-based guidance and help your mentee to not repeat mistakes. You are primarily a mentor because you are in a position of experience (in most cases, although reverse mentoring is different) and therefore if you can pass this experience, knowledge and insight onto your mentee, you will help them to develop and grow.

Meet & Catch-up at Regular Intervals

During a mentoring relationship, it is worth meeting or speaking with your mentee once or twice a month. Some mentoring relationships work best **when** having a longer catch-up every quarter. However, most mentoring relationships and partnerships will see both parties meeting or speaking on a call once a month. During these meetings, go through the things that the mentee has achieved and done in the previous month, where the sticking points and challenges have been and how goals are being met. These meetings can be anywhere from 20 minutes to a couple of hours long. Set time aside to really focus on these meetings and during the meeting also work out what the mentee would like to achieve in the month ahead, before the next meeting. Having clear, actionable objectives and goals is sometimes, but not always, the best way to do this.

Ending a Mentoring Relationship

An agreement set at the first meeting is important to determine the end date of mentoring. This should be a regular item during meetings with a mentor. Knowing when to end a mentoring relationship can be delicate. Sometimes one or both parties simply stop meeting and arranging catch-up sessions. Instead, if perhaps the mentee is not engaged or the mentor has reached the end of the support they are able to offer, it is best to have an upfront conversation and decide either to end the relationship then and there or to have a set end time. If you had a successful introductory mentoring meeting, then you should have already discussed the length of time you are looking to mentor anyway, so do use this as a guide. At the end, discuss the things you have covered off during the relationship and use it as a time to reflect on where the mentee (and mentor) were at in the beginning and where they have got to now.