

Mentees

Start

- Start by reading **Check that you qualify** and **Read the Code of Conduct** which you must uphold.
- Then **Register** and create your profile.
- When your account is approved, **Complete your registration** and input the skills you are looking for.

Match

- Now **Chose & Request a mentor** and wait for a reply.
- When you get a response, contact your new mentor to **Arrange the Initial Meeting**.
- It's good practice to **Start an Activity Log** straight away to make a record of your meetings.

Initial Meeting

- When you meet, introduce yourself, review each other's experience & discuss the issues to be resolved.
- Decide whether or not to go ahead with the mentoring relationship and let us know.

Agree

- **Make an Agreement** to cover the *What? Why? How Long?* for your mentoring partnership.
- Record the details of your agreement and discussions in your Activity Log.

Meet

- You should **Meet regularly** by Skype or messaging to discuss your issues and try to resolve them.
- Keep a record of your discussions in your Activity Log.

Conclude

- When you have finished **Conclude** the formal relationship.
- Review how things went and let us know.
- Celebrate success!