

MENTOR

ROLE PURPOSE

- TO SUPPORTS AND ENCOURAGES THE PROFESSIONAL DEVELOPMENT OF THE MENTEE.

SPECIFIC TASKS

- HELP BUILD RAPPORT EACH TIME HE OR SHE MEETS WITH A MENTEE.
- CHALLENGE AND/OR ENCOURAGE A MENTEE DEPENDING ON WHAT THE SITUATION REQUIRES.
- OFFER OPPORTUNITIES TO PROBLEM SOLVE AND EXCHANGE IDEAS.
- PROVIDE FEEDBACK THAT IS HONEST, OPEN AND POSITIVE.
- TAKE A GENUINE INTEREST IN HELPING THE MENTEE SUCCEED.
- PRESENT OPPORTUNITIES TO THE MENTEE MAY NOT HAVE RECOGNIZED ON HIS/HER OWN.
- PROVIDE SUGGESTIONS TO THE BEST OF ONE'S KNOWLEDGE THAT HELP THE MENTEE REACH THEIR GOALS.

EXPECTATION

- GOOD ORGANISATION AND TIME MANAGEMENT SKILLS.
- GOOD COMMUNICATION SKILLS.
- BE FRIENDLY OPEN AND HONEST.
- BE FLEXIBLE.
- GOOD OBSERVATIONAL SKILLS.

TRAINING OPPORTUNITIES

- DEVELOP LIFE SKILLS SUCH AS COMMUNICATION, TIME
- MANAGEMENT AND ORGANISATION.
- INCREASE EMPLOY-ABILITY.
- COMPLETE MENTOR TRAINING COURSE.
- OPPORTUNITIES TO BE NURTURED AS A MENTOR.



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