



## **Early to Mid-Career Mentoring**

### **Mentoring Contract**

It seems to be essential for the success of the relationship that the mentor and mentee discuss the relationship objectives, their expectations of each other and how they will manage the relationship (Clutterbuck, 2014).

Before the first meeting, both parties are strongly encouraged to read the iHEA mentoring handbook and contract. The contract includes questions and topics we recommend that both parties discuss and jointly agree on during the first mentoring meeting to ensure a firm grounding for the mentoring relationship.

Some find that clarity is aided by having the goals – for both parties – written down in the direction-setting phase. The decision on whether they want to communicate by email, as well as via phone or Zoom, Teams or similar platform is up to each mentor and mentee pair.



### **1 Establish the purpose of the mentoring relationship**

- What do both mentor and mentee(s) understand as the overall intention of the mentoring relationship?
- What do you want to achieve from the relationship?
- What are the boundaries of the relationship? (discuss confidentiality)
- How is mentoring support different from research supervision, appraisal and counselling?
- The roles and responsibilities of the mentor and mentee(s).

### **2 The potential topics for discussion**

- Career aims and pathways
- Developing CV, applying for posts and interview techniques
- Interpersonal and communication skills
- Assertiveness
- Developing research and administration skills
- Time management and prioritization
- Obtaining membership of professional bodies
- Establish collaborations and academic networks
- Team working
- Part-time lecturing when in a research post
- Develop teaching skills – lectures, seminars and/or supervision of (post-)graduate students
- Write and publish your work
- Research proposal development and competing for grants
- Balance life and work
- Potential limits or conflicts of interest
- Personal issues (if acceptable to discuss?)

### **3 The practical arrangements**

- The frequency and methods of contact i.e. face-to-face or video (Zoom/Teams) meetings (Minimum of 4 meetings over a 12 month period, additional contacts agreed upon i.e. via e-mail)
- Location and duration (60-90 minutes recommended)
- Confidentiality, including among mentees if group mentoring is undertaken

Source: The academy of medical sciences [www.acmedsci.ac.uk/mentoring](http://www.acmedsci.ac.uk/mentoring)

Source: Clutterbuck, D. (2014). Everyone needs a mentor. 5<sup>th</sup> edition. CIPD, London.