GUIDE 3 — MENTORSHIP

Who this is for. You are being mentored, or you are the mentor.

Mentorship runs in seven stages. Both of you see the same seven, so neither of you has to wonder where you are.

IF YOU ARE BEING MENTORED

1 **Open your mentorship and see which stage you are at.**

What you will see: The seven stages, with the one you are on marked and the ones after it greyed.

If it goes wrong: If it says Not Started and you have had sessions, tell us -- that is a fault on our side, not yours.

Step 1 of 3

2 **After each session your mentor writes up what was agreed. You confirm it.**

What you will see: Each progress report they wrote, with I agree and I do not agree buttons and the check-in stars.

If it goes wrong: If you do not agree, say so in the box. Nothing moves on until you have.

Step 2 of 3

3 **At the end, read and keep the final report.**

What you will see: A single document covering all seven stages.

Step 3 of 3

IF YOU ARE THE MENTOR

1 **See the people allocated to you.**

What you will see: Each person, the stage they are on, and when you last met.

Step 1 of 3

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2 **Record each session as it happens.**

What you will see: The stage moves on, and your mentee is asked to confirm.

If it goes wrong: Record it on the day. A session recorded a month later is a session nobody can check.

Step 2 of 3

3 **Write the progress report for the stage.**

What you will see: It goes to your mentee to confirm.

Step 3 of 3

WHAT THIS DOES NOT DO YET

THERE IS NOT ONE HUMAN MENTOR ON THE PANEL TODAY. RMK stands in as the mentor on every mentorship. That is a real person at RMK doing the work, not a robot -- but it is not an independent mentor, and you should know which one you are getting.

STUCK?

A person at RMK can help with any step on this page. There is a WhatsApp button on every screen and it carries with it which screen you were on, so you do not have to explain where you got to.

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