

**Mentoring Cycle**

**Phase 1: Preparation**

Mentors/mentees briefed and trained

Mentors/mentees matched and contact details exchanged

**Phase 2: Establishing rapport**

Mentors/mentees meet

Ground rules/boundaries are established

Building rapport

**Phase 3: Action planning**

Discussing issues and areas of concern

Negotiating mutually agreed goals and targets

**Phase 4: Working towards goal(s)**

Working together to achieve goals (Regularly reviewing progress)

Acknowledging milestones and celebrating successes

**Phase 5: Closure & Exit**

Achieving goals and bringing relationship to a close

Reflecting on experiences

Completion of post mentoring evaluation activities

Mentors/mentees receive participation certificates