

## Introduction

This document outlines the guidelines designed to foster a productive and positive mentoring relationship between mentors and mentees. By participating in your mentoring partnership, both mentors and mentees should agree to adhere to these guidelines to ensure a respectful, engaging, and beneficial experience for all involved.

## Objectives of the Mentoring Relationship

1. **Professional Growth:** To enhance the mentee's skills, knowledge, and understanding of the professional field.
2. **Personal Development:** To support the mentee in achieving personal growth and confidence.
3. **Networking:** To provide opportunities for the mentee to expand their professional network.
4. **Goal Setting:** To assist the mentee in setting and achieving realistic career goals.
5. **Feedback and Evaluation:** To offer constructive feedback and evaluation to promote the mentee's development.

## Roles and Responsibilities

### Mentor's Responsibilities

- **Guidance:** Provide professional and personal guidance based on experience.
- **Availability:** Commit to regular meetings and be accessible for communication.
- **Listen:** Actively listen and understand the mentee's needs and goals.
- **Confidentiality:** Maintain the confidentiality of discussions.
- **Feedback:** Offer constructive feedback and encouragement.
- **Networking:** Introduce the mentee to professional contacts and opportunities when appropriate.

### Mentee's Responsibilities

- **Engagement:** Be actively engaged in the mentoring process.
- **Preparation:** Come prepared to meetings with questions or topics for discussion.
- **Openness:** Be open to feedback and new ideas.
- **Responsiveness:** Communicate effectively and in a timely manner.
- **Goal Setting:** Identify and communicate clear goals for personal and professional development.
- **Confidentiality:** Respect the confidentiality of the mentoring relationship.

## Communication and Meetings

- **Frequency:** Mentors and mentees should meet at least once a month or as agreed upon.
- **Format:** Meetings can be held in person, via video call, or phone call, depending on availability and preference.
- **Agenda:** It is recommended to have a loose agenda for each meeting to ensure productive use of time.
- **Follow-Up:** Both parties should agree on action items or topics for the next meeting.

## Setting Boundaries

- **Professionalism:** Maintain a professional relationship and respect personal boundaries.
- **Respect:** Show respect for each other's time, opinions, and experiences.
- **Limits of the Relationship:** Understand that the mentor is a guide, not a therapist, personal financier, or job placement agency.

## Problem-Solving

- **Addressing Issues:** If any issues arise, both parties should attempt to resolve them directly and respectfully.
- **Escalation:** If resolution is not possible, issues should be escalated to the Asset Management Council for mediation.

## Conclusion

The success of the mentoring relationship depends on the commitment, communication, and respect both parties bring into it. By following these guidelines, mentors and mentees should create a foundation for a rewarding and enriching experience.