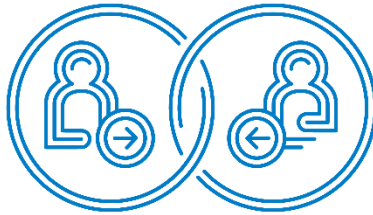


It's a MATCH



Roadmap for Mentors in the EAN Mentorship Programme

This roadmap shall help mentors establish a successful 1-year long-distance relationship. You will find important information, the timeline and useful tips for preparation.

General Information

Getting into contact and keeping in contact is the responsibility of the mentee. Should your mentee not reply for long periods of time or is nonresponsive, please let us know so we can try and find a solution.

Mentees are provided with a **Mentorship Meeting Tracker**. This is a document which they are encouraged to use to structure meetings and keep track of goals and milestones throughout the year. Using and filling out this document is solely **the responsibility of the mentee**.

If possible and wanted by both the mentor and mentee, **contact in person** is of course encouraged. Since each matched pair gets a free congress registration in the year of their matching, it would be a good opportunity to meet at the annual [EAN congress](#).

Should there be any **problems** during the mentorship year, please contact mentorship@ean.org and we will try as best as we can. **Please note that all information will be treated confidential!**

Should you at any point want or need to **drop out** of the Mentorship Programme, please let us and your mentee know as early as possible.

After the mentorship year is officially over, you can of course stay in contact with your mentor. However, this shall happen without the “supervision” of EAN.

Important Programme Points and Timeline

Welcome Webinar

The welcome webinar takes place mid-November and invites all newly matched mentors to get to know each other, get useful information from a member of the Mentorship Task Force and create a space for exchange.

An exact date and zoom link will be sent out with the matching mail beginning of November.

3-Month-Assessment

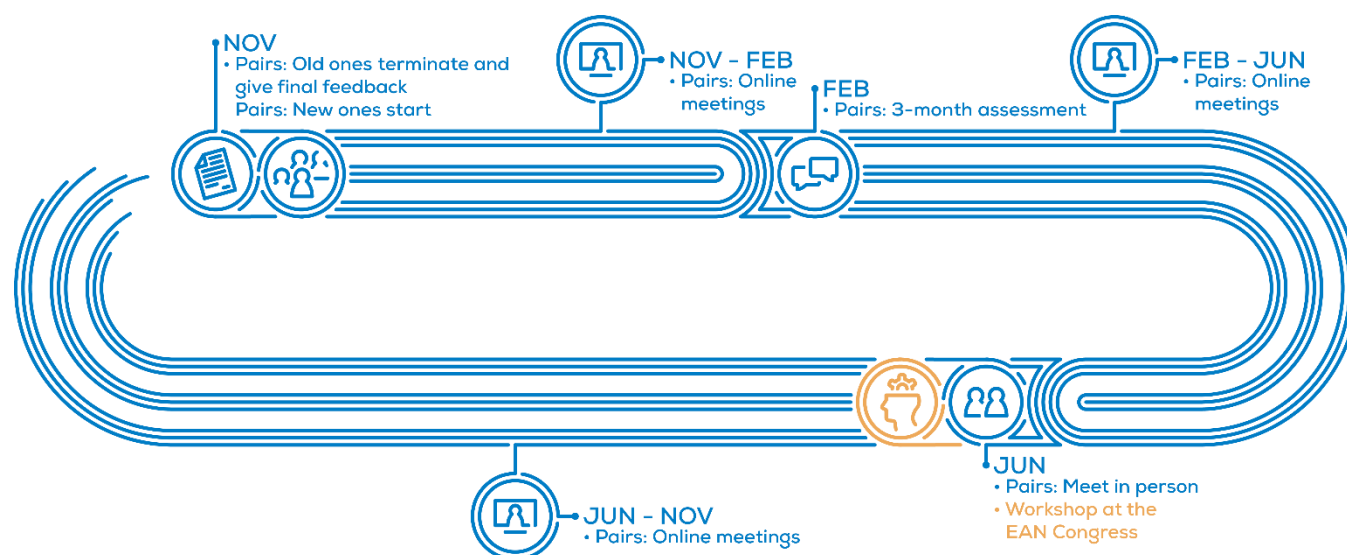
This short assessment in February is sent to make sure that the matched pairs have started their mentorship relationship and that everything is going well. A link will be sent out by email.

Mentorship Workshop

The Mentorship Workshop at the annual EAN Congress is designed to meet your mentee and other mentors, as well as to get more knowledge about what mentorship is, what problems might arise and how to solve them, and how to maximize the benefits of mentorship.

1-Year Evaluation

The 1-year evaluation concludes the mentorship year. With this last evaluation we want to gather feedback and possible improvements for the programme. Once the evaluation is filled out, we will provide you with your personal certificate.



Preparation for the Mentorship Relationship

Before the first meeting with your mentee, please make sure to have thought about the following questions and read the following tips:

1. Purpose of the Mentoring Relationship

- **Understanding Goals:** Clarify the mentee's goals and expectations. What do they hope to achieve from the relationship? Reflect on how you can support these goals. What unique insights or experiences can you offer?
- **Establishing Boundaries:** Define the boundaries of your mentoring relationship. How will you ensure confidentiality?
- **Clarifying Roles and Responsibilities:** Outline your role as a mentor. What responsibilities will you take on to support your mentee? Encourage your mentee to articulate their role and responsibilities in the relationship.

2. Topics for Discussion

- **Focus Areas:** Identify the main topics and areas of focus your mentee is comfortable discussing. Prepare to guide conversations in these areas, drawing from your own experiences and expertise.
- **Setting Limits:** Discuss any limits or conflicts of interest that might affect your mentoring relationship.
- **Personal Issues:** Clarify whether personal issues are within the scope of your mentoring relationship. Set guidelines for how personal matters will be approached and handled if they arise.

3. Practical Arrangements

- **Meeting Frequency:** Agree on a regular meeting schedule that suits both you and your mentee. Ensure consistency and reliability in your meeting times.
- **Meeting Place:** Decide on the tools and platforms you will use for your meetings (e.g., Zoom, Skype etc.).
- **Communication:** Establish preferred methods of communication between meetings (e.g., phone, email). Clarify availability and boundaries regarding communication during weekends and holidays.

Tips for Effective Mentoring

- **Building Rapport:** If possible, meet face-to-face (digitally) early on to establish a strong rapport. Engage in activities or discussions to find common interests and build a connection.
- **Structured Communication:** Create a clear communication framework to guide your interactions (e.g., regular email updates from the mentee). Encourage openness and honesty in all communications.
- **Providing Feedback:** Offer constructive feedback regularly, focusing on both strengths and areas for improvement. Encourage your mentee to reflect on and learn from your feedback.
- **Setting Milestones:** Help your mentee set achievable milestones and track their progress. Celebrate successes and discuss any setbacks constructively.
- **Encouraging Self-Reliance:** Encourage your mentee to take initiative and responsibility for their own development. Support them in developing problem-solving skills and confidence.
- **Reflect and Adapt:** Regularly reflect on the mentoring relationship and your role within it. Be open to adapting your approach based on your mentee's evolving needs and feedback.
- **Commitment to Growth:** Demonstrate a commitment to your own growth as a mentor. Seek feedback from your mentee and be open to continuous improvement.