



## NALP Navigate Mentoring Program Guidelines and Expectations

### For Mentors

#### 1. Commitment:

- Dedicate consistent time for mentoring sessions, as agreed upon with the mentee (e.g., 1 hour bi-weekly).
- Maintain the mentoring relationship for the agreed duration (e.g., 6 months, 1 year).

#### 2. Communication:

- Respond promptly to the mentee's communications (within 48 hours).
- Set clear, mutual goals and expectations from the start.
- Provide constructive, honest, and respectful feedback.

#### 3. Support and Guidance:

- Share knowledge, experience, and resources relevant to the mentee's goals.
- Encourage and motivate the mentee to achieve their objectives.
- Help mentees identify and develop their skills and strengths.

#### 4. Professionalism:

- Maintain confidentiality of discussions.
- Respect the mentee's time and commitment.
- Uphold the organization's values and code of conduct.

#### 5. Development:

- Seek feedback from the mentee to improve the mentoring relationship.

### For Mentees

#### 1. Commitment:

- Attend all scheduled mentoring sessions and come prepared.
- Dedicate time and effort to work on goals set during mentoring sessions.

#### 2. Communication:

- Be proactive in scheduling and initiating conversations.
- Clearly articulate your goals, challenges, and expectations.
- Be open to feedback and willing to discuss different perspectives.

#### 3. Learning and Growth:

- Take ownership of your development and actively seek out learning opportunities.
- Implement advice and strategies discussed with your mentor.
- Be open to new ideas and approaches.

#### 4. Professionalism:

- Maintain confidentiality of discussions.
- Respect the mentor's time and commitment.
- Uphold the organization's values and code of conduct.

#### 5. Feedback:

- Provide constructive feedback to the mentor about what is helpful and what could be improved.
- Reflect on your progress and share insights with your mentor.