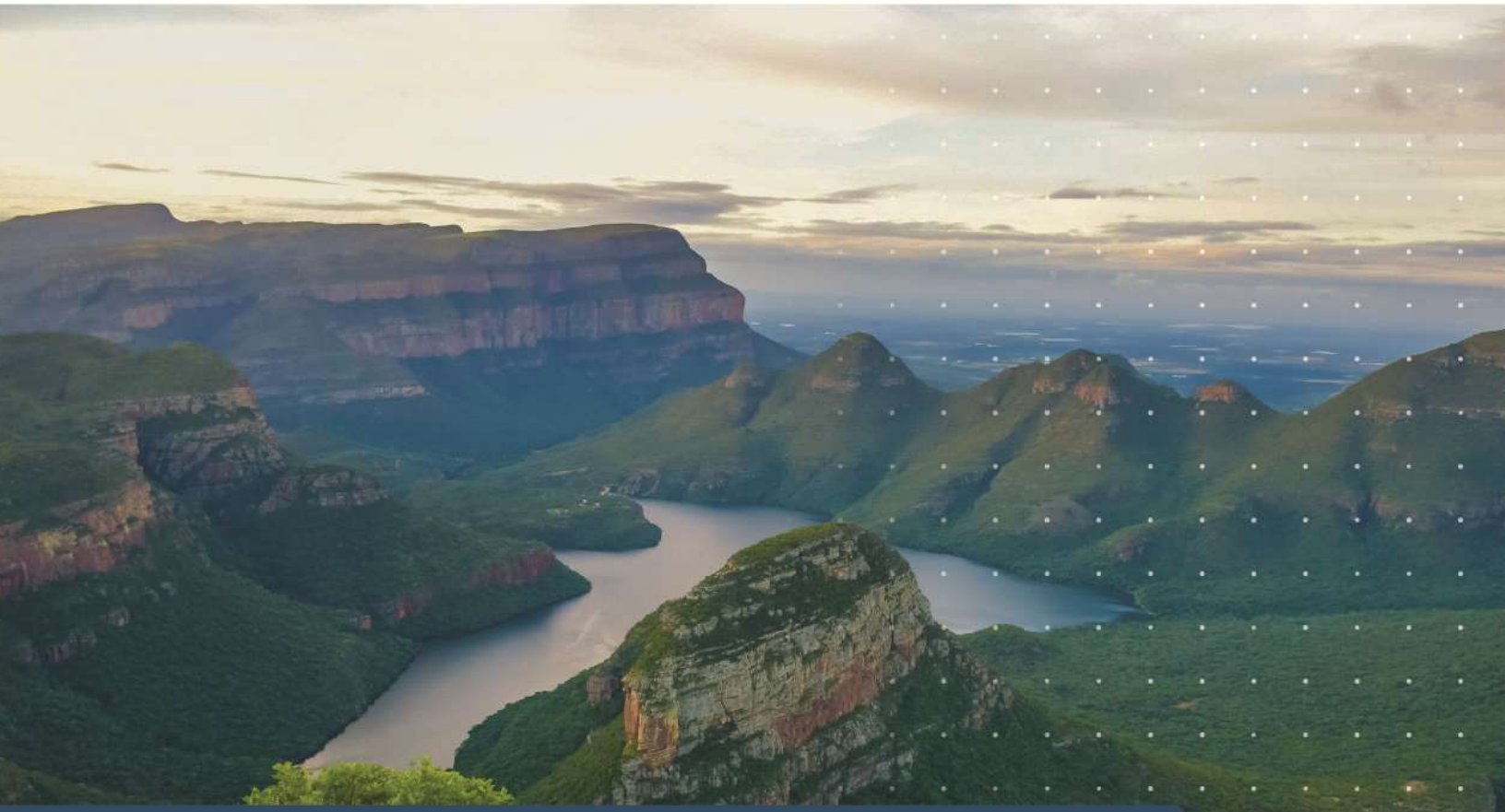
BAFT



BAFT MENTORSHIP

GUIDELINES

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Guidelines

1. Goal setting

- Help each other set clear, achievable, and measurable goals.
- Work together to establish a plan and timeline for achieving those goals.
- Regularly review progress and adjust as necessary.
- As a mentee: Come prepared to the sessions with clear objectives and intentions to what you like to achieve in this session and in the long-term.

2. Confidentiality

- Respect the confidentiality of your discussions.
- Keep all discussions, information, and personal details shared during mentoring sessions confidential, unless there is a legal or ethical obligation to disclose.
- **BE MINDFUL OF YOUR COMPANY'S CONFIDENTIAL & PROPIETARY INFORMATION/DATA SHARING POLICIES.**

3. Respect and empathy

- Treat each other with respect, empathy, and professionalism.
- Be mindful of their feelings, perspectives, and boundaries.
- Avoid judgmental or dismissive behavior.

4. Active listening

- Practice active listening skills to understand your mentee's needs, concerns, and goals.
- Give them your full attention, maintain eye contact, and avoid interrupting.
- Reflect back on what they say to demonstrate understanding.

5. Constructive feedback

- Mentors and Mentees shall both provide constructive feedback that is specific, timely, and focused on growth.
- As a mentor: balance positive reinforcement with areas for improvement. Offer suggestions for improvement and support your mentee in implementing changes.

6. Professional boundaries

- Maintain professional boundaries.
- Avoid engaging in personal relationships or activities that could compromise the integrity of the mentoring relationship.

7. Knowledge and resources

- As a mentor: stay up-to-date with industry trends, best practices, and relevant resources.
- Share your knowledge and provide access to resources that can support each other's development.

8. Continuous learning

- As a mentor: foster a mindset of continuous learning and growth.
- Seek opportunities to enhance your own skills and knowledge.
- Share your own learning experiences with your mentee as appropriate.
- As a mentee: think thru what you are interested in learning and be proactive in seeking out that education/knowledge/ information/skills.

9. Time management

- Respect each other's time and be punctual for mentoring sessions.
- Be mindful of your own time commitments and ensure that both you have the capacity to provide consistent support and attention.

10. Feedback and evaluation

- As a mentor: regularly seek feedback from your mentee on the effectiveness of the mentoring relationship.
- Be open to constructive criticism and use it to improve your mentoring skills.
- As a mentee: seek feedback from your mentor on your progress in the program and relationship.
- At the last meeting, the mentor should offer a summation of where the mentee was at the beginning of the sessions, and where they are at now, along with suggestions for the next 3-6 months.

11. Ethical conduct

- Mentors and Mentees shall at all times adhere to ethical guidelines and professional standards.
- Avoid conflicts of interest, favoritism, or any behavior that may compromise the integrity of the mentoring relationship.

12. Self-awareness and self-reflection

- As a mentor: continuously reflect on your own biases, assumptions, and limitations.
- Be aware of how they may impact your mentoring approach and be open to challenge and expanding your own perspectives.
- Remember, these guidelines and rules are not exhaustive; they only establish minimum requirements and it's important to adapt them to the specific needs and context of your mentoring relationship.

Do's and Don'ts

Do's:

- Share experiences: Draw on your own experiences to provide relevant insights and guidance. Share both successes and failures to help your mentee learn from your experiences.
- Provide constructive feedback: Offer feedback that is specific, actionable, and focused on growth. Balance positive reinforcement with areas for improvement.
- Encourage self-reflection: Guide your mentee to reflect on their strengths, weaknesses, and areas for development. Help them identify their solutions and strategies.
- Offer resources: Share relevant resources, such as articles, books, or training programs, to support your mentee's learning and development.

Don'ts:

- Impose your opinions: Avoid imposing your own values, goals, or career path onto your mentee. Instead, help them explore their own aspirations and make informed decisions.
- Micromanage: Allow your mentee to take ownership of their own growth. Avoid taking over tasks or dictating solutions. Instead, provide guidance and support.
- Overcommit: Be mindful of your time constraints and avoid overcommitting to mentoring relationships. Ensure you have the capacity to provide consistent support. Remember, mentoring is a two-way street.
- As a mentor, you have an opportunity to learn from your mentee as well. Be open to their perspectives and insights and foster a mutually beneficial relationship.