

Carmichael.

Mentor Programme

Mentor Process

How does the Mentoring Process Work?

- CEO's, Executive Directors and Managers of nonprofit organisations will be invited or can apply directly to participate in Carmichael's Mentor Programme.
- Participating mentees are asked to complete a short needs assessment form to help define the areas that the mentee is seeking support with and specific issues that they would like help with, such as strategic planning, board relationship management, financial management, HR, funding and fundraising, communications & PR, marketing & service delivery
- The programme coordinator matches the request for a mentor and the stated needs to the skills of a suitable mentor from a panel of experienced and available mentors. The coordinator may offer the mentee a choice of potential mentors who may be able to support the mentee.
- The matched mentor makes contact with the mentee to arrange an initial meeting. After the initial meeting, the mentee and the mentor should have a clear understanding of the ground rules for the relationship and what needs to be achieved during the mentoring period.
- The mentoring period will typically involve 6-8 meetings over a 7-9 month period at times and dates agreed by both parties, but this may vary depending on the needs being addressed and the nature of the mentoring relationship. The formal Carmichael mentoring relationship will end after a 12 month period if it has not already ended.
- The mentor and the mentee will sign a confidentiality agreement undertaking to keep all discussions and information obtained in the course of the mentoring assignment confidential. They will also sign a memorandum of understanding (MOU) which sets out the agreed ground rules for the mentoring assignment.
- The mentee and the mentor will be asked to provide overview progress and high level feedback reports to Carmichael for quality control purposes.