



Program Guidelines and Participant Responsibilities

Foundations of Mentoring

The Law Society of NSW Mentorship Program aims to support solicitors in developing their confidence and professional capability through the guidance of more experienced practitioners, while facilitating mutually beneficial partnerships between mentors and mentees.

This Program is not intended to be an avenue for mentees to seek employment through their mentors' professional networks. Accordingly, we ask that mentees approach the mentoring relationship with a focus on professional growth and development.

Our Program mentors gain significant value from participating, in addition to the volunteering experience and potential Continuing Professional Development (CPD) points. With genuine investment, mentoring provides an opportunity to further develop key capabilities such as communication, interpersonal effectiveness, and leadership.

To support this, we ask our mentors to prioritise being a reliable and consistent source of support for their mentees throughout the program. We also encourage mentors to engage in reflective practice, which is an effective tool for strengthening these skills and maximising the professional value of the mentoring experience.

To assist participants in making the most of the Mentoring Program, we encourage participant pairs to go through the Commencement and Assessment sheet together at their first meeting. This will help you to determine potential areas of development on which to focus throughout your time together.

**Participation and matching will depend on suitable mentors and therefore is not guaranteed.*

Specific Responsibilities

As part of a healthy mentoring program there are distinct responsibilities for both mentors and mentees listed below.

Mentees

As a mentee, you are responsible for proactively seeking the guidance and support you need. This includes initiating conversations and arranging meetings with your mentor, setting agendas so your questions can be addressed, and clearly articulating your goals so that your mentor understands how best to support you.

You should take an active role in shaping the mentoring relationship by:

- Carefully considering what you hope to achieve through the mentoring relationship before it begins, and communicating your goals and aspirations clearly to your mentor from the outset;

- Setting aside time for the mentoring process, being flexible with meeting times and locations, and honouring all scheduled commitments;
- Following through on the tasks and development opportunities identified with your mentor between meetings;
- Being open to and responsive to your mentor's feedback in a timely manner;
- Being honest about your challenges and areas for development; and
- Always demonstrating professional conduct and maintaining appropriate privacy and confidentiality both during and outside of mentoring sessions.

Mentors

Your role as a mentor is to encourage, guide, and support your mentee, contributing to their professional and personal development. Mentoring also provides an opportunity to strengthen your own skills and capabilities, and we encourage you to keep this in mind as you approach your mentoring experience.

You can support your mentee by:

- Committing to at least one hour of one-on-one support per month with your mentee;
- Setting aside additional time for the mentoring process as necessary and honouring all agreed appointments;
- Checking-in with your mentee regularly via the Mentorloop platform, or by phone or email;
- Treating any personal or sensitive information shared by your mentee with respect and discretion;
- Establishing open and honest communication that creates a solid foundation for exchanging ideas and encourages your mentee's creativity and independence;
- Supporting the development of your mentee's self-confidence and offering encouragement when needed;
- Providing honest and timely feedback while ensuring there are plenty of opportunities for your mentee to ask questions and talk about any concerns they may have; and
- Above all, listening.