



CDP
CDP

COLLABORATIVE DOCTORAL PROGRAMME IN CHRONIC DISEASE PREVENTION

Guidelines for the CDP-CDP mentoring scheme

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Background

The Collaborative Doctoral Programme in Chronic Disease Prevention (CDP-CDP) aims to train graduates who are future national and international leaders in evidence-based chronic disease prevention research, research implementation, and policy development. Each PhD trainee will be supported by their supervisory team to select an independent mentor from outside of their supervisory team. This person will support the trainee with career development.

Overview of the Guidelines

These guidelines are intended to act as a support to setting expectations when establishing a mentoring relationship.

One to one mentoring schemes pair a single mentee with a single mentor. The key aspect of any mentoring relationship is shared experience, i.e., related to career path, aspirations, discipline, job role or identity based.

Depending on the needs of the mentee, it is not necessary for the mentor to come from the same department, discipline or role. Perspectives brought from a different working environment can be of significant benefit to the mentee.

The agenda will be led by the needs of the mentee.

What is mentorship?

Mentorship can be considered a structured process where an experienced individual (mentor) helps another person (mentee) to develop their goals & skills through time limited, confidential, one to one conversations.

The goals of mentorship are to enable the mentee to identify areas for personal and professional development, and to support them to reach their potential in current and future roles.

Role of the Mentee

(Adapted from UCC Mentoring and Mentors July 2021)

- Complete pre-mentoring reflection and submission
- Set clear goals, identify and action next steps
- Communicate directly, honestly and openly
- Be willing to accept constructive feedback and advice
- Protect time for mentoring
- Be responsible for and organise meetings and preparatory activities

Role of the Mentor

(Adapted from UCC Mentoring and Mentors July 2021)

- Help mentee to clarify goals
- Challenge thinking as appropriate
- Provide constructive feedback
- Provide mentee with guidance and support in addressing identified development needs
- Protect time for mentoring

Tips for the first meeting

(Adapted from UCC Academic Mentoring Panel Mentee Guide, 2021)

- Share experience/background - get to know each other (e.g., share CV)
- Establish goals, needs, objectives, timeframe
- Establish mentee's roles & responsibilities
- Establish mentor's roles and responsibilities
- Discuss confidentiality
- Agree on type of support
- Agree meeting duration and frequency
- Agree the next steps
- Agreement template
- Be clear about conflicts of interests

Suggested further reading:

Outline of expectations of 1) mentors and 2) mentees

<https://www.ucc.ie/en/hr/wellbeingdevelopment/mentoring/whatismentoring/>

UCC document Academic Mentoring

[AcademicMentoringPanelMenteeGuide.pdf \(ucc.ie\)](#)

Further UCC information

<https://www.ucc.ie/en/careers/final-year/networktoaccesshiddenjobs/mentoring/>

HSE Guide for mentors

<https://www.hse.ie/eng/staff/benefitsservices/women-in-leadership-mentoring-programme.html>

Mentoring Agreement - Template

<p>We are voluntarily entering into a mutually beneficial mentoring relationship. It is intended that this relationship will be a both a positive and purposeful experience. Our time together will be defined by specific goals articulated by the mentee. The mentor will advise and/or assist with the process of progressing this goal.</p> <p>Please indicate below if you have discussed the following:</p>	
Duration of the mentoring relationship:	
Frequency of meetings:	
Maximum length of each meeting:	
Mentoring activities:	
Mentee's Goals:	
Mentee's responsibilities:	
Mentor's responsibilities:	
Confidentiality agreement:	
<p>We have discussed these principles to establish the boundaries of our mentoring relationship and the no-fault, no-blame procedure should this relationship need to end.</p>	
Mentor:	Mentee:
Date:	Date:
<p>All information exchanged during the meeting(s) between mentors and mentees, both online and face-to face, remains between them, unless either the mentor or the mentee has given permission for that information to be discussed with others.</p>	

Mentoring Meeting Notes*

Mentee:	Mentor:
Number of Mentoring Meetings:	This is Meeting #:
Date:	Prepared by:

Progress from the last meeting:

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Actions from this meeting:

<u>Mentee:</u>	<u>Mentor:</u>

Topics for further discussion at next meeting:

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*Mentoring notes are informal notes with the sole purpose of supporting the mentoring relationship. These are confidential between the mentee and the mentor(s). Where the mentee wishes to share these notes, for example with another party of benefit to the mentee's mentoring outcome, this can be mutually agreed with the mentor(s).