

## PER MENTOR HANDBOOK



### INTRODUCTION



Welcome to your new beginning! As a peer mentor, your role is crucial in supporting someone who is navigating the journey out of the criminal justice system. This guide is designed to help you establish a productive and supportive mentoring relationship. Remember, your relationship is a partnership where the mentee takes an active role. Let's get started on how to make the most of your first meeting.

### BUILDING THE FOUNDATIONS - PERSONAL CONNECTIONS

- Start by introducing yourself. Share a bit about who you are, your experiences, and why you chose to be a mentor.
- Learn about the mentee's background. Encourage them to share their story, interests, and challenges they've faced.
- Discuss aspirations and goals. What does the mentee hope to achieve in the future? How do they see this mentorship helping them get there?



# PROFESSIONAL GUIDELINES



- Clearly define your roles. What are the responsibilities of both the mentor and the mentee?
- Set the scope of the mentorship. What will you focus on, and what topics might be out of bounds?
- Talk about expectations. What does each of you expect from this partnership?
- Confidentiality is key. Ensure you both understand what can be shared and what should remain private.
- Emphasise respect and the importance of acknowledging each other's differences.



# ESTABLISHING MEETINGS AND COMMUNICATION

- Decide who will organise the meetings and handle administrative details like agenda setting and room bookings.
- Discuss how often you will meet and the preferred length and location of meetings.
- Set clear guidelines about how to handle cancellations or rescheduling.



### WORKING TOGETHER - EFFECTIVE TEAMWORK / COLLABORATION

- Explore how each of you works best. What does the mentee need from you to be successful? What do you need from them?
- Agree on the importance of honesty and the level of challenge that is appropriate. How much should each of you share?
- Set rules for feedback. How will you give each other constructive criticism?
- Plan for potential issues. What steps will you take if problems arise?



#### **KEY TAKEAWAYS**



Your first meeting is about laying a strong foundation for a partnership driven by the mentee. It's not just a casual chat—it's the beginning of a structured relationship where the mentee uses you as a resource. The responsibility lies with them to steer this relationship, but your support is crucial. By focusing on these areas during your initial meeting, you will help establish a productive and respectful mentorship that empowers the mentee as they transition out of the criminal justice system.





#### Contact

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