Example

Long-term mentoring email to mentors

This document provides an example of the email you could send to mentors, telling them what to expect after speed mentoring has concluded.

You may need to adapt it for use in your specific email software.

Hi ((first name)) ((last name)),

# What to do after you meet your mentees

Thanks again for signing up for the mentoring programme. Your mentees should have contacted you to organise their "speed mentoring" sessions.

## After completing your speed mentoring

Once your mentees have finished their speed mentoring sessions, they have been told to:

* email a preferred mentor to ask for their help longer term
* email their other mentors to let them know you that they've chosen to work with someone else

If you are contacted and asked to be a long-term mentor, you can then decide if you have the time, skills and knowledge to help them.

If you have found a mentee to work with, it's now up to you both to keep the relationship going. We recommend that you meet with your mentees:

* once every 4 to 8 weeks
* for up to an hour
* for up to a year

Our website has advice and links to resources to help you to build and maintain your relationship.

Advice and resources for mentors

www.yourwebaddresshere.com

Not every mentor will find a mentee; that's expected. We have different numbers of mentors and mentees at different grades, and matching process won't have worked perfectly for everyone.

## If your speed mentees did not contact you at all

Some mentees may not have contacted their mentors to set up their speed mentoring in the first place. That could be for any number of reasons, like:

* they have chosen not to continue with the programme
* they are on annual leave or are other otherwise absent from work
* they moved organisations and did not update the contact details we hold for them

If your mentee hasn't contacted you, then there is no further action for you to take.

## If you don't find a long-term mentee

If you don't find a suitable mentee after your speed mentoring sessions have finished, then this is the end of the programme for you. You can also take part in the mentoring programme next time too.

Thank you for being involved - it's valuable for mentees to have had the benefit of your time during speed mentoring.

## What happens next

We'll be asking for some feedback about the speed mentoring process and, if it's relevant to you, your long-term mentoring experience, later this year.