



MENTOR INFORMATION PACK

Thank you for taking an interest in becoming a Production Managers Forum mentor. This document outlines the expectations of a mentor and outlines the boundaries of a mentoring relationship.

A PMF Mentoring relationship would be normally take place over a 12 month period, with an expectation of approximately half a day's commitment a month. Within that 12 month relationship you would be expected to:

- Hold a monthly meeting with your mentee, either in person or via phone / video conference.
- Offer practical advice in the role of PM.
- Share previous experience and learning from your career as a PM.
- Be available via email to support mentee.
- Set targets for mentee and support in the achieving of goals.
- As a mentor you will not be asked to give any legal advice or take on any liability of projects.



Becoming a mentor has a lot of benefits which as well as being rewarding can support development of your own practice. Here are some other reasons why to become a mentor:

- Rewarding activity in developing the next generation of PM's
- Gaining satisfaction of support another in their career.
- Boosting CV, whilst developing new skills in coaching and reflecting on own career and experience.
- Part of developing the workforce and further encouraging the wider diversifying of sector.

When you sign up to become a mentor you will be sent a short training document this will cover:

- The setting of appropriate and effective boundaries.
- The setting of SMART targets with your mentee.
- The use of video conferencing software for holding mentoring meetings.
- What to do if issues arise within mentoring relationship.

The PMF will also provide a confidential email account to contact the committee member for mentoring who will be available to provide support throughout the life of your mentoring relationship.

To sign up please complete the form found here: [MENTOR SIGN UP FORM](#)