

## Quick guide transitioning the relationship

The Transitioning the Relationship phase is the final stage of the mentoring relationship. The mentor and mentee roles will not exist indefinitely. In this phase, mentoring pairs redefine their roles from that of mentoring partners to a new professional relationship that will continue after the mentoring experience has concluded.

### What do I have to do?

#### Mentors

Plan for closure at the very beginning of the mentoring relationship when you are negotiating agreement on the ground rules for the mentoring.

Review the summary of, or reflect upon, your initial conversations and the hopes and concerns you held for the mentoring relationship at that time.

Prior to the final meeting, reflect upon your mentees development over the course of the mentoring relationship and be prepared to share your observations of their growth over this time.

Review the original plans that you had and consider how these have been addressed over the course of the mentoring relationship.

Reflect upon what you have learned from your mentee as a result of the mentoring.

Celebrate the mentee's successes and the goals that have been achieved.

Discuss the future and what the mentee's next steps might be.

#### Mentees

Discuss the plan for closure at the very beginning of the mentoring relationship when you are negotiating agreement on the ground rules for the mentoring.

Make sure that you are aware of when the final meeting will occur well before it does.

Review the summary of, or reflect upon, your initial conversations and the hopes and concerns you held for the mentoring relationship at that time.

Prior to the final meeting, reflect upon your development over the course of the mentoring relationship and be prepared to share with your mentor the role that they have played in your growth over this time.

Review the original plans that you had and consider how these have been addressed over the course of the mentoring relationship.

Reflect upon what you have learned from your mentor as a result of the mentoring.

Celebrate your successes and the goals that you have achieved.

Discuss the future and what role, if any, the mentor might play for you.

### What will help me?

Use the tools and templates in the 'Building the Relationship' section.

Read the article '**Conducting an Effective Mentoring Session**'.