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**FOUNDATION
FOR WOMEN**

Introduction to Phase 1: Getting to Know Each Other

Introduction

Phase 1 of the Mentoring Women in Business Programme is crucial, focusing on developing rapport, building trust, and setting boundaries. This stage sets the tone for the entire mentoring relationship, making it essential for both mentors and mentees.

Taking the time to establish trust and agree on the ground rules and boundaries with your mentoring partner is vital. It helps to prevent misunderstandings and frustrations in the future, giving your mentoring relationship the best possible chance for success.

By the end of Phase 1, you will:

Engage with your mentoring partner: Spend at least 2 hours together on the mentoring platform.

Build trust: Develop a strong, trusting connection with your mentoring partner.

Set boundaries and ground rules: Clearly define the parameters of your mentoring relationship.

Agree on a meeting schedule: Plan future interactions using the mentoring software.

Without a solid foundation of trust and clear agreements on how to work together, mentoring pairs may find it challenging to progress. To ensure a strong start, we've provided guidance on the key activities of Phase 1 below.



How to build trust

Trust is the cornerstone of any successful mentoring relationship. It requires openness, respect, and a willingness to be vulnerable. Here's how you can start building trust:

Listen attentively: Give your full attention to your mentoring partner and reflect on what they share.

Foster mutual understanding: Be open in your communication and show a willingness to share your thoughts and experiences.

Maintain confidentiality: Always keep your conversations private, ensuring that anything discussed remains between you and your mentoring partner.

How to build rapport


Rapport is about creating a comfortable and responsive connection with your mentoring partner. Here's how you can cultivate it:

Find common ground: Use your first meetings to explore each other's backgrounds, expectations, life experiences, motivations, and interests.

Share openly: Discuss your goals for the mentoring programme, your professional and personal experiences, and what drives you. This will help strengthen your relationship.

Setting boundaries and ground rules

Establishing clear boundaries and ground rules at the outset is critical. It helps ensure that both you and your mentoring partner have a shared understanding of expectations. This step is essential for building and maintaining a strong relationship and supporting accountability.





Recommended resources to help you get started

- [Introduction to Mentoring Women in Business Competency Framework](#)
- [Understanding and Using Competencies: a guide for mentors & mentees](#)
- [Setting the first meeting agenda](#)
- [Building your relationship: a guide for new pairs](#)
- [How to set expectations and manage boundaries](#)
- [How to get off to a good start](#)
- [Creating a strong foundation for your mentoring relationship](#)

Support

If you have any questions or need additional support during this phase, please don't hesitate to reach out to the Mentoring team through the Program Coordinator 'loop'. We will aim to respond to any queries within two UK working days.

