

Introduction to Phase 4: Wrapping Up

Introduction

As you approach the end of the Mentoring Women in Business programme, it's time to begin wrapping up your mentoring relationship. During this final phase, you and your mentoring partner will reflect on the journey you've taken together, assess your achievements, review any outstanding objectives, and plan the next steps.

Key actions for Phase 4:

- Final Meeting: Conduct your last meeting with your mentoring partner.
- Reflection: Reflect on the progress and achievements you've made together over the year.
- Closure: Officially close out the mentoring relationship.
- Feedback: Complete the End-of-Programme Survey.
- Graduation: Transition to becoming a Mentoring Women in Business Alum.

Wrapping Up

Both you and your mentoring partner are encouraged to revisit your original objectives. Discuss whether there are any remaining actions that should be completed before the relationship comes to an end.

Once you've confirmed that you've achieved your goals, it's time to consider how to conclude your mentoring relationship thoughtfully and effectively.

Suggested questions for reflection:

- Have we accomplished all the goals we set for our relationship?
- Can the mentee now confidently navigate most situations without the mentor's assistance?
- How will the mentee sustain their learning and growth going forward?

Moving on

Your final meeting is an important opportunity to formally bring your mentoring relationship to a close. Taking the time to do this properly reinforces the learning and growth you've both experienced. Rather than letting the relationship fade away, agree together on what comes next.

If you and your mentoring partner choose to continue communicating beyond the programme, that's fantastic! However, it's also perfectly natural if you decide to move on separately. There's no need to feel guilty; some relationships naturally reach their conclusion.

Suggested Questions for Moving Forward:

- Have we developed a strong professional friendship?
- How would we like our relationship to continue, if at all?
- Does the mentee have a clear plan for ongoing personal development?
- What resources or support will replace the mentor in the mentee's future growth?

Resources

Also see this resource to support you to wrap up your relationship and move forward successfully: [How to Wrap Up Your Mentoring Relationship](#)

Support

If you have any questions or require additional support during this phase, please don't hesitate to reach out to the Mentoring Women in Business Programme team via the Program Coordinator 'loop'. We aim to respond to all queries within two UK working days.

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