



BORDERLANDS

from exclusion to

BELONGING

Guidelines on ending partnerships

Borderlands (South West) Ltd Registered Charity No: 1143313

March 2022

Guidelines on how to end the mentorship

Ending the mentorship is a very delicate phase. It can be difficult to end any mentoring relationship, even those that terminate when expected. Members concluding a relationship with their mentors may suddenly feel abandoned by their mentors and the organisation, they might be afraid of becoming isolated again or might lose the self-esteem and confidence they built up during the mentorship.

That's why it's important to be ready for this transition. The following guidelines will help you think about how to approach the ending of your mentoring relationship and how to structure the final meeting with your mentee.

Talking about the end – avoiding sudden endings

At the beginning – Agreeing an end date at the beginning of your mentoring relationship can shape your work together, giving it structure, purpose, and a timeframe. The time you work together will depend on what your mentee wants to achieve through the mentoring.

When things have changed – If the relationship is petering out, or your mentee's goals change to become ones you can't help with, bring up the prospect of ending your work together. Sometimes, you may have an early ending to your relationship because of changes like these. It's important to try not to take this personally.

Towards the end of the time you agreed – You could remind your mentee that the end is coming up around three quarters of the way through your agreed timeframe. Ask if they'd still like to end then or, if you both agree, you might want to continue. Alternatively, if the mentor feels more comfortable, he/she can ask the Mentoring Manager to call the mentee and touch base with the mentee about what he/she would like to do after the end of the agreed period.

When mentoring ends

The formal mentoring relationship (mentor and mentee) can end at any time if things are not working or the original need for mentoring changes or if the dynamics

between the two people simply don't work well. This shouldn't be regarded as a failure – life is often unstable or unpredictable for our members.

However, even the most successful mentoring will finish after a time specified at the start of things. This is normally after six months. When a mentoring partnership ends we always facilitate a final meeting between the mentee and the mentor. These meetings are facilitated either by the mentoring manager or one of the team leaders. The role of the third person is to facilitate the discussion, ensure that both mentor and mentee will feed into the discussion.

Here are some guidelines on how to structure the final meeting when “time’s up”.

1. Reflect on the work done together – CELEBRATE!

Mentors and mentees should acknowledge and celebrate what they have accomplished in their time together. You should discuss to what extent did the relationship achieve the goals that you agreed on in the initial meeting. Remember to focus on the positive aspect of the relationship (what went well, mentor and mentee to reflect on improvements/developments for the mentee as well as the impact of mentorship in the mentor's life and what the mentor learnt).

2. Talking about options for what's next in the relationship

All options should also be discussed thoroughly with the mentoring manager or team leader before a decision is made. Everybody will be given 3 options at the end of 3/6 months:

- To finish the partnership with **no more subsequent contact**. For this option, it is good to prepare a month in advance. Mentees will be offered support once they have finished with you via signposting to other support services in Bristol and are always invited to attend Borderlands weekly drop-ins on Mondays and Tuesdays.

- **To continue the partnership for 3 more months** with a new assessment of the mentoring goals. Where this option is appropriate, at the end of those 3 months the mentoring will come to an end.

- **To finish the mentoring, but to stay in contact in a capacity outside of Borderlands.** If this option is chosen, Borderlands would ask that you no longer provide advocacy to the member around housing, asylum or benefits but signpost any issues that might come up back to Borderlands. This is important to avoid duplication and ensure correct information. This option is not for everyone, and it is very important that no-one feels pressured into maintaining contact when they would rather not.

3. Provide signposting resources

If you sense that the mentee feels “lost” after the end of the mentorship and not sure where to find further support – but you can’t continue the partnership – please provide the mentee with contact details (leaflets, maps) of further services available in his/her area. If you aren’t sure what you could provide then talk this through with the mentoring manager and/or your team leader in the run up to the meeting so that you can all come prepared.

4. Remind the mentees they are part of Borderlands Community

Independently from what mentors and mentee decide to do after the final meeting, please remind the mentee he/she is still member of Borderlands and very welcome to join Borderlands’ activities, such as drop – in, English classes, etc...

5. Focus on mentee’s future projects – what comes next?

Try to focus the discussion on the mentee’s future projects (eg if the focus of the relationship was on improving English, ask the mentee how he/she will keep working on this goal or encourage to think about potential plans). Discuss what else your mentee wants to do professionally and how what they may have learnt through the mentoring process might help them do this.

6. Feedback form

After the last meeting the facilitator will fill in a final meeting feedback form which should capture what you and your mentee have gained from the partnership as well as any concerns or comments you may have about what could have gone better or how you could have been better supported by borderlands.