



# **Mentorloop Explained**

To free up your time to focus on mentoring meetings and make mentoring logistics easier, LV has partnered with Mentorloop, a specialised online software platform and local social enterprise. Mentorloop provides both mentees and mentors with a private portal to connect, communicate, engage in live chat, share files, receive messages from Leadership Victoria, set and track progress against goals, and access to a library of mentoring resources to support the mentoring relationship. Mentorloop is integrated with other communication channels and accessible from multiple platforms such as your phone, PC or tablet.

## Why we are using Mentorloop

LV is using Mentorloop as a support mechanism for all our mentoring programs. The platform streamlines some of the time-consuming and resource-intensive aspects of managing mentoring programs like registering potential mentors and mentees. While the platform helps to provide matches based on similar experience, backgrounds, skills and development goals, it does not replace the expertise required to set up a mentoring program, set the parameters around effective matches or to monitor outcomes. These processes are still overseen and managed by LV's expert mentoring team.

### **Benefits of Mentorloop for Mentees and Mentors**

Mentorloop is quick and easy to sign up for and is a useful tool for both mentees and mentors as a central hub to connect, communicate and facilitate the mentoring relationship. Its ability to set and track goals, engage in chat, share files and access a library of great resources will help to enhance the mentoring relationship and make the most of the mentoring program. There are several great resource guides on the platform such as:

- 25 great questions to ask your mentor
- Tips for making the most of mentorship
- How to be an awesome mentee
- How to be a great mentor
- Six things great mentors do differently

The Mentorloop dashboard is easy to navigate and updating your profile or settings is hassle-free. Some aspects of the sign-up process are optional such as adding your CV, LinkedIn profile link, website or photo. If you decide not to include these when registering and then change your mind, you can easily add them to your profile later.



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## **Registration Process**

Signing up to Mentorloop is easy and only takes about 5 minutes:

- 1) Create a login, enter your contact details and industries you have previously worked in. You also have the option of including a CV, LinkedIn profile link or website
- 2) Tell us a little about yourself including your interests and experiences
- 3) Let us know what you'd like to get out of the mentoring relationship, areas you can provide advice, your preferences and availability
- 4) Answer a few quick assessment questions
- 5) Add a photo if you'd like, this step is optional. Complete the registration process by confirming your email address

# **Matching**

Both mentor and mentee are required to register on Mentorloop and the information provided when signing up will help us to assess your suitability for LV programs and possible fit with a mentee. LV runs several mentoring related programs throughout the year, each with a different focus and with different participants. We welcome a diverse mentor pool with a range of experiences and if a match is found, LV will personally connect the mentor and mentee on Mentorloop and both will meet for the first time at an induction session. LV administers our Mentorloop platform and manages communications from Mentorloop to our mentees and mentors.

# **Mentorloop Privacy Policy**

Mentorloop is committed to maintaining the privacy of your information. When you sign into Mentorloop, you agree to their Terms of Use and Privacy Policy. The privacy of users is central to how the Mentorloop platform was built and it complies with Australia's legislation - the Privacy Act and Australian Privacy Principles GDPR, and with the strictest and most end-user-friendly data regulation in the world. Information about Mentorloop's privacy policy is available on their website.

#### **Feedback**

Leadership Victoria welcomes your feedback on your Mentorloop experience. Please email your feedback to <a href="mailto:info@leadershipvictoria.org">info@leadershipvictoria.org</a>

#### More Information

To better understand the voluntary role of a Leadership Victoria mentor including the responsibilities, time commitment, support, selection criteria, please see our mentor role profile and our mentoring FAQs.

