

Timeline – Peer Mentoring Scheme for 4-months rotations (FYs)

Generic timeline	Rotation months	Tasks		Evaluation (Mentors)	Evaluation (Mentees)
- 1 month	July	E-mail to Mentors (CTs/ SpRs) to invite to for training			
		One hours session on basic mentoring skills – Skilled Helper Model Stage 1+2; mandatory for new mentors			
		One hours session on advanced mentoring – Skilled Helper Model Stage 3; practicalities of the programme; mentors sign up for scheme; mandatory for new mentors			
0 (induction)	August	Session during induction and stall - new starter sign up to be mentees			Pre-mentoring Questionnaire
		E-mail to all new trainees, allowing to sign up if they haven't yet – up into 2 weeks into rotation			
		3 rd week: Matching of mentors and mentees			
		E-mail to mentors and mentees introducing each other Attached: information sheet; contract? Mentors encouraged to contact mentees to arrange first session			
+ 1 month	September	Reminder e-mail 1	3 mentoring sessions		
+ 2 months	October	Supervision / workshop			
+ 3 months	November	Reminder e-mail 2 Retain mentors for 2nd round			
+ 4 months / 0 (induction)	December	Thank you e-mails and certificates mentors and mentees completing the course Recruitment of 2nd round of mentees (as in August)			
+ 1 month	January	Reminder e-mail 1	3 mentoring sessions		
+ 2 months	February	Supervision / workshop			
+ 3 months	March	Reminder e-mail 2 Recruit mentors for 3rd round			
+ 4 months / 0 (induction)	April	Thank you e-mails and certificates mentors and mentees completing the course Recruitment of 3rd round of mentees (as in August)			
+ 1 month	May	Reminder e-mail 1	3 mentoring sessions		
+ 2 months	June	Supervision / workshop			
+ 3 months	July	Reminder e-mail 2 Start from beginning / Recruit new mentors			
+ 4 months	August	Thank you e-mails and certificates mentors and mentees completing the course			