



## **Mentoring Guidelines**

### **Introduction**

“Mentoring” is a modern word that describes an integral part of the tradition of meditation throughout history. It includes the guidance given between teacher and trainee or student, as well as the ongoing professional and personal guidance necessary for all meditation teachers, at all levels of seniority and experience, as part of the continuing journey of meditation teaching.

Although mentoring is not a requirement of ongoing membership of the Meditation Association of Australia (MA), we recognise the importance of mentoring in meditation and encourage members to become involved in mentoring at all levels of membership, seniority and experience in meditation, both by being a mentor and by being mentored.

Mentoring can also be very beneficial for new meditation teachers, and for those who aspire to join the association but are lacking in either the number of hours of education and training in meditation teaching they have received, or the proportion of contact hours in their training is not sufficient to join the association, for example, where a significant proportion of the training has been delivered online. In these cases a formal mentoring arrangement with a more senior local teacher can have the effect of increasing both hours of training and contact hours.

Mentoring involves undertaking regular (usually weekly) sessions, which might be focused around learning particular competencies, or peer review/supervision of actual teaching. The mentoring can be structured in a way to best suit both you and your mentor, eg: teaching as a trainee teacher under supervision, assisting the teacher in class, or one-to-one professional consultation with your mentor.

MA strongly recommends that a formal mentoring structure is agreed between the mentor and mentoree right from the start of the process, with clear aims, expectations and responsibilities, and that good records of all mentoring hours are kept. To this end, a sample mentoring agreement is attached which you can modify to suit your situation.

At the conclusion of the mentoring period, your mentor should provide you with a letter or other documentation confirming the length and nature of the mentoring process.

### **Mentoring in Teacher Training Courses**

MA recommends mentoring as part of all meditation teacher training courses, however it is not a formal requirement for registration of a teacher training course, though it is expected that teacher training courses that do not deliver a minimum of 30% contact hours, assist students to develop a Mentorship agreement with a local teacher.

# Sample Mentoring Agreement

(please modify as required to suit your needs)

This mentoring agreement relates to the meditation teacher training / professional development of:

\_\_\_\_\_ (mentoree)  
(name, qualifications, affiliations of person to be supervised)

under the supervision of:

\_\_\_\_\_ (mentor)  
(name, qualifications, affiliation of supervisor)

## Aims and Objectives:

- to promote mentoree's professional/personal development
  - to promote the welfare of students taught by mentoree
  - to achieve additional hours of training or contact hours for MA membership
  - \_\_\_\_\_
  - \_\_\_\_\_
- (these are just examples, please add, amend or delete as applicable)

## Supervision Commitment:

Mentoree agrees to:

\_\_\_\_\_  
\_\_\_\_\_  
(at least 1 hour each week is suggested)

comprising the following activities:

- teaching as a trainee teacher under supervision
  - assisting the teacher in class
  - one-to-one professional consultation
  - \_\_\_\_\_
  - \_\_\_\_\_
- (these are just examples, please add, amend or delete as applicable)

## Roles and Responsibilities:

Of mentor:

- to encourage mentoree's ongoing professional/personal development
  - to challenge mentoree to validate approach and techniques used
  - to monitor basic micro-skills
  - to offer alternative approaches for the mentoree
  - to intervene where client welfare may be at risk
  - to ensure ethical guidelines and standards are maintained
  - \_\_\_\_\_
  - \_\_\_\_\_
- (please add, amend or delete as applicable)

**Of mentoree:**

- to pay mentor for his/her services
- to be punctual in attending mentoring sessions
- to uphold ethical guidelines and professional standards
- to de-identify client cases and written notes before discussing them with mentor
- to be open to change and consideration of alternative methods of practice

• \_\_\_\_\_  
• \_\_\_\_\_

(please add, amend or delete as applicable)

This agreement is subject to written amendment or termination at any time by either Mentor or Mentoree.

*We agree, to the best of our ability to uphold the guidelines described in this mentoring agreement and to manage the supervision relationship and process according to the ethical principles of the Meditation Association of Australia.*

**Signed:**

**Signed:**

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Mentoree

**At the completion of the mentoring process, the mentor should provide a statement confirming the length and nature of the mentoring process, as follows:**

I certify that the Mentoree has successfully completed \_\_\_\_\_ hours of mentoring as described in this agreement.

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:**

\_\_\_\_\_  
Mentor

