

## Quality Practice Checklists

### 14. Closing the Match

*This list comes from a full set that was originally printed in 'A Guide to Effective Practice for Mentoring Young People', 2007, Office for Youth, Department of Planning & Community Development'*

#### Key Points

- Many mentoring programs are time limited and the ending of the match is anticipated
- Matches may also close for other reasons, e.g. mentee reaches a level of self-sufficiency with the particular mentor so that mentoring is no longer needed; either the mentor or mentee drops out of the program; or life circumstances make it impossible to continue the relationship, i.e. a mentor is transferred to another city.
- The feelings of both mentors and mentees, whatever they may be, need to be acknowledged and supported
- Should the relationship end without a chance to formally close it, program staff need to support participants through a formal debriefing session
- After the closure of the relationship the mentor and mentee should be encouraged to consider the next step in terms of both future contact and the ongoing pursuit of personal goals
- The closure process should provide information that contributes to the evaluation process

#### Checklist

- Private and confidential exit interviews to debrief the mentoring relationship between:
  - Mentee and staff
  - Mentor and staff
  - Mentor and mentee with staff
- Closure information collected on:
  - What was their most fun activity?
  - What did they most value in the relationship?
  - What goals did they set and achieve? What enabled this?
  - What goals were set but were not achieved? Why?
  - What was learnt that was unexpected?
  - What would/should they not do again?
  - What should the program not do again?
  - How would they improve the program?
- Policy on future contacts
- Discussion on how young person may continue to pursue their goals outside of the mentoring relationship
- Discussion with the mentor on whether they would like to participate again