

## **IoD Jersey Mentee Guidance**

Welcome to the IoD Jersey Mentoring programme. We are delighted to have you join the scheme as a Mentee. We hope that having access to a Mentor for confidential, impartial, and non-judgemental knowledge, experience, and advice will help you to better understand the requirements to transition into a Director role and to build the confidence to help you achieve your career goals.

These guidelines aim to help you get the most from your Mentee experience.

### **What is Mentoring?**

A helpful description for Mentoring is that it is:

“a learning relationship, involving the sharing of skills, knowledge, and expertise between a mentor and mentee through developmental conversations, experience sharing, and role modelling. The relationship may cover a wide variety of contexts and is an inclusive two-way partnership for mutual learning that values differences.” - EMCC

The IoD Jersey Mentoring scheme will run for a 9-month period.

### **What is your role in the Mentoring process?**

You are responsible for driving the Mentoring relationship and taking responsibility for your own learning, which will include:

- Initiating contact with your Mentor to schedule a mutually convenient time for each meeting
- Making the arrangements for the meetings and sharing any agendas in advance
- Knowing your goals, strengths and what motivates you and being proactive in your development
- Being open to feedback and learning and being able to articulate your desired goals and ask for help with your development plans
- Being willing to provide feedback on the IoD Jersey Mentoring scheme pilot

### **The importance of the first conversation:**

A crucial first step in the process for both you and your Mentor is ‘contracting’. We would recommend that at the beginning of your relationship you have an open discussion about how you both expect the relationship to progress. Your first conversation could include:

- Getting to know each other
- Building rapport – this should be a partnership based on mutual trust and confidentiality
- Discussing why you have signed up for the IoD Mentoring Programme
- Establishing and agreeing expectations
- Outlining what professional support you require – and understanding what support your Mentor is willing and able to provide
- Agreeing how you will work together – including goals and objectives, logistical aspects and any boundaries

This first conversation may be an opportunity for you to disclose any additional needs or requirements that you may have.

#### **Agree goals and objectives:**

- **Why?** The purpose of the mentoring arrangement
- **What?** The priorities, issues and challenges that require attention
- **How?** Agree your process

#### **Agree the logistics:**

It is essential that contact be maintained throughout the Mentoring programme.

**How often, how regularly and how long to meet?** Usually, one hour is considered to be the normal length of a mentoring meeting, although this can be adjusted depending on what is appropriate for you both. We suggest that you meet at least 6 – 8 times over the 9-month period. Typically meeting every 4 – 6 weeks.

**Where to meet?** As well as the practicalities of your meeting place, consider what the environment might bring to the mentoring process. Somewhere neutral may be preferable. But most importantly ensure there is enough privacy to ensure you can have a confidential discussion.

Consider what will happen if one of you is unable to make your scheduled meeting and discuss and agree your preferences for communication between your meetings.

#### **Completing the IoD Jersey Mentoring Agreement:**

Once you have established how your relationship will progress, you may wish to document what you have agreed using the IoD Mentoring Agreement. It is your responsibility to provide a copy of this agreement to the IoD Jersey Professional Development Committee via the email: [officer.jersey@iod.net](mailto:officer.jersey@iod.net).

#### **Tips for getting the most from your Mentoring sessions:**

- Work to establish a relationship based on mutual trust and respect.
- Take ownership for the content of your meetings.
- Make sure you are prepared for your session and in the right mindset.
- Be open to the insights and advice provided by your mentor. This does not mean that you have to agree with it, but you should receive it, reflect upon it and decide whether to act upon it.
- Take responsibility for any agreed actions.
- Reflect between sessions on what has been discussed.

**Further information:**

Please find attached the FAQ's (Frequently Asked Questions). For example, what happens if the Mentoring relationship doesn't work out; how the Mentoring scheme will be evaluated and what support is available.