

IoD Jersey Mentor Guidance

Welcome to the IoD Jersey Mentoring programme. We are delighted that you have chosen to give up some of your time to support your Mentee and invest in the development of other Directors.

These guidelines aim to outline the basic ideas of mentoring for those who are embarking on being a mentor for the first time.

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 modeling. 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?

This will depend on your Mentee’s mentoring goals and objectives, but it is expected that you will:

- Be motivated by a strong desire to support your Mentee to achieve their full potential
- Allocate time to your Mentee on a regular basis over the 9-month program period
- Be an excellent listener, using exploratory questioning and feedback skills to provide honest and constructive feedback
- Be open, empathic, caring, and willing to share your experience and expertise to provide insight
- Help your Mentee explore where a course of action may lead, and how to close the gap between the Mentee’s current and desired state
- Make introductions to your professional networks
- Be willing to provide feedback on the IoD Jersey Mentoring scheme pilot

What to include in your first conversation with your Mentee:

A crucial first step in the process is for both you and your Mentee 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
- Discuss why you have signed up for the IoD Mentoring Programme
- Establishing the expectations and understanding what support your Mentor is looking for
- Agreeing how you will work together – agree on objectives, logistical aspects, and any boundaries

This first conversation may be an opportunity for your Mentee to disclose any additional needs or requirements that they 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:

How often, how regularly and how long to meet? Usually, one hour is usually 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. A copy should be provided by your Mentee to the IoD Professional Development Committee via the email:

officer@iod.net.

Tips for effective mentoring:

- **Work to establish a relationship based on mutual trust and respect.**
- **“Hold the space”:** Make sure you are able to focus 100% on your Mentee. Make sure you are prepared and that you are in the right mindset.
- **Prepare:** Always structure your meetings and check in and check out.
- **Active listening:** Whether you are face-to-face or remote, active listening is very important. Pay attention to body language as well as what is being said. Focus on tone and choice of language. Reflect back and summarise what you have heard and check for understanding.
- **Share advice, expertise and insight:** Based on your contracting agreement.
- **“Hold the process”:** Maintain awareness of the time; ensure you ultimately focus on the objective or issue in hand; hold the boundaries that have been agreed upon; review progress.

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.