

Branch Mentoring Scheme

Overview

Our 'Peer to Peer' Mentoring Scheme has recently been established and will support all of our members within the profession, providing a great development opportunity at any stage of your career.

The primary purpose of our scheme is to offer mentoring support although we have found that from time to time individuals also require some form of coaching. We therefore expect our Mentors to be able to use both mentoring and coaching skills interchangeably as appropriate.

Traditionally mentoring can be described as an activity whereby a more experienced colleague uses their greater knowledge, experience and understanding of work or the workplace to provide guidance, support and practical help in the development of a more junior or inexperienced member of staff.¹ Another key difference is often the duration of mentoring relationships which tend to be longer term than coaching arrangements.

In summary:

- A Mentor is viewed as an industry or subject matter expert who shares their knowledge, and provides input, guidance, advice and solutions.
- A Coach, on the other hand, does not need to have direct experience of the coachee's role, as the Coach will focus on eliciting ideas and solutions, encouraging the Coachee to think for themselves.

Purpose of our Scheme:

- To run a mentoring service for branch members whatever stage they are at in their career
- To assist potential Mentors to develop the skills they need to be effective
- To provide a matching service and offer on-going support as necessary.

Register of Mentors

If you are interested in joining our growing register of Mentors² and have the time and inclination to support the development of CIPD members within the Branch, please complete an application and profile form.³

Looking for a Mentor?

If you are looking for support from a Mentor then please complete the application and profile forms and send to our Mentoring Coordinator.

Application and Profile forms

For both Mentors and Mentees are available on the Branch website.

¹ Coaching and Mentoring Factsheet Revised August 2013

² See requirements on next page

³ Read on for further information about becoming a Mentor

Becoming a volunteer Mentor

All applications received will be considered by the Branch and we'll advise you whether your application has been successful. As part of the programme you may also be asked, from time to time, to attend any planned CPD and promotional events.

Requirements:

Anyone wishing to join our register does not need to have had previous experience in mentoring or coaching, although this would be considered a bonus, we are of the view that our Mentoring Scheme provides an ideal opportunity for us to train branch members who are keen to develop or enhance their mentoring / coaching skills.

To join the branch register of Mentors you:

- Must be a current professional member of the Institute – i.e. ***Associate member, Chartered MCIPD or Chartered FCIPD.***
- Understand that this is done purely on a voluntary basis and no recompense is made by the Branch for any expenses incurred.
- Complete the Mentoring Profile and Application forms.
- Give a commitment to participate in the scheme for a minimum of two years and in any related Branch Development events as required. This will enable you to not only share experiences with those starting out as a mentor, but to network, participate in any peer mentoring, and learn about our scheme and processes.
- Attend Mentee Workshops and any events run to assist with the promoting the scheme
- Give agreement for information contained in your Profile & Application form to be shared with potential mentees as part of the matching process.

Pairing Mentees and Mentors

On receipt of your application for a Mentor you will be advised of the next steps and will be added to the Mentor pool. When and if a request is made for a Mentor that matches your skills and experience, you will be notified and asked if you agree that you are a suitable match. We then hand over the relationship to you as the Mentor, once we have informed the mentee that they have been matched.

It is your responsibility to manage the relationship but the Branch Co-ordinator is always available for advice and support.

Ongoing support and Communication

We will maintain an up to date list of the matched relationships and will enquire periodically on progress so we can assess the success of the scheme. Please do email your own updates and especially if you have completed a mentoring relationship. You will also be updated by email from time to time and on a quarterly basis in the Branch Newsletter. Please advise if you are unable to be a Mentor at any time and wish to be removed from the pool.

Further information:

Please contact our [Branch Mentoring Coordinator](#) if you have any queries or need more information about our scheme.