

## Derbyshire and Nottinghamshire Branch Member to Member Mentoring and Coaching Scheme

### Information for Mentees and Coachees

#### **Overview**

Our Mentoring Scheme was established in 2006 and following a review was re-launched in 2011 as a Mentoring and Coaching scheme to help meet the needs of our members. Although we recognise that it is possible to draw a distinction between mentoring and coaching the two terms are often, according to CIPD used interchangeably. Whilst the primary purpose of our scheme is to offering mentoring support 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.

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.<sup>1</sup> 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 and coaching service for branch members whatever stage they are at in their career.
- To assist potential mentors/coaches to develop the skills they need to be effective.
- To provide an overview of the benefits of mentoring and coaching for branch members seeking support at a particular time in their career.
- To provide a matching service and offer on-going support and CPD as necessary.

#### **Register of Mentors / Coaches**

Each year we train a group of new volunteer Mentors / Coaches to help us to provide support to other members within the Branch. Our Mentors/Coaches are experienced HR and/or L&D professionals who hold a professional level of membership (Associate member, Chartered Member MCIPD, or Chartered Fellow FCIPD). In addition to attending the Branch training day some of our volunteers have also had more formal training and hold accreditation with, for example the ILM in Coaching and Mentoring, Executive Coaching and Leadership Mentoring, Corporate and Executive Coaching (Coaching Academy).

#### **The benefits of Mentoring and Coaching**

Mentoring and coaching should be viewed as a form of learning and development and have become popular tools in supporting personal and professional development for individuals over the years. Essentially they can be viewed as a non-directive form of development.<sup>1</sup>

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<sup>1</sup> Coaching and Mentoring Factsheet Revised December 2015

Being a Mentee/Coachee you should expect to:

- Identify areas for development and improvement
- Improve your own self-confidence
- Confront current situations and issues
- Lead the agenda
- Be prepared to:
  - ask questions you need answers to
  - probe rather than accept the first answer
- discuss some personal issues although the main purpose will be to focus on individual performance, development and professional work issues (discussion on personal issues may arise but these should not include matters outside of the workplace)

### **Looking for a Mentor/Coach?**

You can find out more about the Branch Mentoring Scheme by attending our **Member to Member Mentoring – Mentee Workshop**. During this session you will have the opportunity to:

- Learn more about our Branch Mentoring and Coaching scheme;
- How to get the most out of a mentoring/coaching partnership;
- Meet some of our Branch mentors/coaches
- Participate in pairing activity to help find a suitable partner during the evening.

Visit our [Events Page](#) for find out when the next session is being held.

### **Who is the scheme for?**

Any Branch member - whether you are a student member or experienced HR practitioner, working independently or in an organisation then our branch mentoring/coaching scheme could support you with a wide range of activities such as:

- gaining a professional level of membership;
- upgrading or experience assessment applications;
- looking for your first HR job role
- seeking promotion or changing job role;
- an assignment or project;
- career guidance;
- writing CV's / job applications;
- managing difficult situations or work issues you are less familiar with.

*Please note this list is not exhaustive*

If you are keen to be partnered with a suitable Mentor/Coach, then you will need to complete and return an Application and Profile form to the [Branch Mentoring Coordinator](#).

**Further details about our scheme together with Mentee Application and Profile forms are available [here](#).**

### **The Mentee / Coachee role**

The relationship between the Mentor/Coach and Mentee/Coachee is very much Mentee/Coachee centred. As Mentee/Coachee you will be expected to take ownership and drive the relationship, drawing on the Mentor's knowledge and experience. When in coaching mode you will be encouraged to think for yourself - providing ideas and solutions.

### **The Mentoring/Coaching relationship**

The initial meeting is extremely important as it will:

- Help set the stage for the relationship.
- Provide you with a forum whereby you can discuss and establish the parameters for the success of the Mentoring / Coaching experience.

This meeting is the time to set, clarify and agree issues, such as:

- The purpose of the Mentoring Scheme and your expectations of what you hope to get from the experience?
- Supporting activities:
  - What and how will these be delivered?
  - What preparation is required prior to meetings?
  - Each other's responsibilities?
- Review meetings – it is important to build in time to review the aims, objectives and consider how the relationship is developing and changing.

Establishing and agreeing clear ground rules at an early stage is an important part of the process. Areas that you will be encouraged to cover include:

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| • Confidentiality                                  | • Times that you are willing to be contacted        |
| • Frequency of meetings                            | • What to do if you cannot make an arranged meeting |
| • Duration of meetings / partnership               | • What style of mentoring is to be used;            |
| • Venue for meetings                               | • Limits of the relationship                        |
| • How you can contact one another between meetings | • Personal boundaries                               |

It is important that by the end of your initial contracting meeting that both parties reach a shared agreement that states what each party expects to give and gain from the relationship, as well as the anticipated duration. This agreement can be verbal but you are encouraged to have a simple written summary in the form of a Mentoring Contract (*provided by the Branch*).

As far as the Branch scheme is concerned we do not anticipate any relationship becoming a long-term / ongoing commitment. Try and keep your partnership to around six to nine months (3 to 6 meetings).

If the Goals set at the initial meeting have been met, then your partnership is deemed to have finished. Should you wish to seek further support then you can either discuss and agree this with your volunteer Mentor/Coach, or alternatively re-apply by submitting a new Application and Profile form providing clear goals / reasons for seeking further support from a Branch Mentor/Coach.

#### **Ending the partnership:**

- When the Goals have been achieved and your relationship comes to an end, evaluate the progress against the Goals.
- You will be provided with an '**End Evaluation Form**' which must be completed and a copy returned to both you and the Mentoring Coordinator.

In order for us to monitor the scheme and partnerships it is important that you let us know that the partnership has ended.

Throughout the partnership we ask that you **keep the branch informed**

- ✓ Changes in your personal contact details
- ✓ When a partnership starts and ends
- ✓ Any problems with the partnership
- ✓ Raise any questions or concerns you have with us