

## Derbyshire and Nottinghamshire Branch Mentoring and Coaching Scheme

### **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**

The CIPD Derbyshire and Nottinghamshire Branch Mentoring & Coaching scheme continues to support a number of relationships. If you are interested in joining our growing register of Mentors/Coaches<sup>2</sup> and have the time and inclination to support the development of CIPD members within the Branch, please complete an application and profile form.<sup>3</sup>

### **Looking for a Mentor?**

If you are looking for support from a Mentor/Coach then please complete the application and profile forms and send to our Mentoring Coordinator. Further information for Mentees and Coachees is [available on the Branch website](#).

**Application and Profile forms** for both Mentors and Mentees are [available on the Branch website](#).

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

<sup>2</sup> See requirements on next page

<sup>3</sup> Read on for further information about becoming a Mentor/Coach.

## Becoming a volunteer Mentor / Coach

All applications received will be considered by the Branch and we'll advise you whether your application has been successful and the date of the next training day. We do like all our Mentor/Coaches to participate in our training day which is typically held between September & November each year. As part of the programme you may also be asked, from time to time, to attend any planned CPD and scoping/matching events, as well as sign up to our NEW Mentoring LinkedIn group. There is a nominal charge to attend the full day development day, further details pertaining to this are published in the Branch Programme of Events and on our [Events Page](#).

By the end of our events we aim to ensure participants will:

- Understand what mentoring and coaching is as well as the differences and similarities.
- Have an understanding of basic coaching and mentoring skills, and how these can be used interchangeably within any relationship.
- Have had an opportunity to reflect on possible mentoring / coaching topics.
- Be familiar with what constitutes ethical Mentoring and Coaching.
- Be aware of what to consider when agreeing a Mentoring and Coaching Contract.
- Have had the opportunity to meet with other Mentors and Coaches from within the Branch.

### 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 and Coaching Programme 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 and coaches 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 scoping and pairing process.
- 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**

We plan to hold quarterly matching sessions where mentees will have the opportunity to meet potential mentors. On receipt of your application for a Mentor/Coach you will be advised of the next steps planned matching event and process for considering a suitable partner.

### **Further information:**

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

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