

**CIPD Guernsey Branch
Member-to-Member Mentoring Scheme**

Mentee Guidance

Mentoring is a long standing form of training, learning and development and an increasingly popular tool for supporting personal development. Mentoring is an effective approach to organise, create, capture and distribute knowledge. Mentoring helps facilitate the sharing of knowledge, expertise, skills, insights and experiences through open dialogue and collaborative learning. The CIPD Guernsey Branch Member-to-Member mentoring scheme is open to CIPD members at all levels (Student, Associate, Chartered and Fellow).

Mentees should not approach their mentor to give specific advice about individuals or legal matters. The Mentors will be focusing on the Mentee's career and personal development and developing the Mentee professionally.

Benefits to the CIPD

- Helping members to increase their engagement and job satisfaction in HR / L&D.
- Promotes professional and personal growth among CIPD members, to help attract, motivate, develop and retain talent in Guernsey.
- Shortens the learning curve and helps members build on more formal CIPD training.
- Sends out a clear message to CIPD members that the Guernsey branch is committed to member support and development.

Benefits to the Mentor

- Expands communication and interpersonal skills, develops understanding of learning styles and how to share knowledge.
- Mentors can 'give something back' through the sharing of knowledge and experiences with others.
- Gain personal satisfaction in seeing the results of their own involvement through the improved skills and performance of the mentee.
- It doesn't take up as much time as you think and the role can be included on your CV.

Benefits to the Mentee

- Better management of career goals.
- Developing wider network of influence.
- Increased confidence and self-awareness.
- Improved knowledge, technical abilities and behaviour.

Mentee responsibilities

- Initiate and communicate expectations regarding the mentoring relationship.
- Take ownership of their own development.
- Collaborate with the Mentor to identify own strengths and weaknesses.
- Meet with Mentors at the agreed place/time – value their time and make the most of the opportunity.

- Participate as an active listener when receiving feedback.
- Keep the Mentor informed of your progress and need for further sessions.

How to establish boundaries

It is important to discuss and agree on appropriate boundaries early on in the mentoring relationship. The Mentor/Mentee should take time to talk about what each party expects to give and take in terms of time as it will vary from relationship to relationship.

- Talk about your responsibilities, what you can and can't do.
- Agree on the frequency, duration and intervals of meetings/communications and how this will occur.
- Discuss any potential conflicts of interest and agree to avoid certain topics if applicable.
- Discuss confidentiality and what it means to each of you.
- Does communicating with the Mentor require an appointment?
- Avoid unhealthy dependence – Mentors are not expected to have definitive answers or be available 24/7.
- Know that there are additional resources and points of contact out there for you if required e.g. CIPD website, Employment Relations, law firms. Population Management, local training agencies, local charities and counsellors etc.

CIPD contact

HR is a fast paced environment, if your situation changes and you are no longer available to participate in the Mentoring Scheme, if you wish to finish your mentoring sessions or if you want to talk about any concerns please contact the Guernsey branch – guernsey@cipdbranch.co.uk.