

CIPD Guernsey Branch Member-to-Member Mentoring Scheme



Mentor 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 and the focus is kept on career and personal development and revolves around 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, it helps to 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.

Mentoring responsibilities

- Practice active listening when listening to Mentees' ideas and concerns.
- Identify ways to help Mentees take ownership of their own development.
- Guide Mentees identify realistic, practical and affordable solutions.
- Help mentees judge their own progress.
- Demonstrate respect for and sensitivity to the needs and feelings of Mentees.
- Use behaviour that will generate Mentees' enthusiasm, commitment and trust.

Mentoring techniques

- Adapt personal style to empathise with different mentees.
- Maintain a two-way dialogue.
- Agree with mentees how often and in how much detail to review progress.
- Ask open questions.
- Share experience and tell stories without breaking any workplace confidences.

How to establish boundaries

It is important to discuss and agree on appropriate boundaries early on in the mentoring relationship. A Mentor 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 the Mentee if required e.g. 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 or if you want to talk about any concerns please contact the Guernsey branch – guernsey@cipdbranch.co.uk.