

IoD Guernsey Next Gen Mentee Guidance

Welcome to the IoD Guernsey Next Gen Mentoring scheme. We are delighted that you have chosen to apply to the scheme and invest in yourselves, working with Mentors to drive your development and achieve your goals.

These guidelines aim to outline the basic ideas of mentoring for those who are embarking on being a mentee for the first time.

What is Mentoring?

A helpful description for Mentoring is that it is:

“a learning relationship, involving the sharing of skills, knowledge, and expertise between a mentor and mentee through developmental conversations, experience sharing, and role modelling. The relationship may cover a wide variety of contexts and is an inclusive two-way partnership for mutual learning that values differences.” - EMCC

The IoD Guernsey Next Gen Mentoring scheme pilot will run for a 9-month period from September 2023 to May 2024, with the option of a further extension with consent of both parties.

What is your commitment as a Mentees?

- Have a clear outline of your goals and objectives. Take some time to self-reflect and consider what you are looking to take from participating in the scheme and how a mentor can help you achieve this.
Questions within the application form are tailored to help you make these considerations.
- Respect your mentor. Your mentor is taking time out of their schedule to help you develop and grow. Show your appreciation by preparing for your meetings and showing engagement. Define goals for meetings ahead of time by knowing what you want to discuss and accomplish during your meeting, this will also help you stay on track.
- Take action. Ensure you are getting the most out of your relationship by actioning any takeaways in a timely manner and put your new skills to the test. If you have asked for help on a specific task, ensure any deliverables from your side are provided in a timely manner. They are opening doors for you, so make sure you walk through them!
- Ask questions. Think of thought-provoking questions ahead of time which can lead to open discussions and debate. Be willing to provide insight on certain topics so the relationship can be of mutual benefit.
- Be open to receiving feedback. Your mentor is there to help you, and it is their job to provide honest, sometimes critical feedback. Be ready to receive their feedback and be open to being coached, staying receptive to what your mentor tells you. Reluctance to accept feedback may hinder your progress and ability to achieve your larger goals. We also ask you are willing to provide feedback to the Next Gen Forum so we can ensure the success of the scheme.

What to expect from your first conversation with your Mentor:

A crucial first step in the process is for both you and your Mentor is 'contracting'. We would recommend that at the beginning of your relationship you have an open discussion about how you both expect the relationship to progress. Your first conversation could include:

- Getting to know each other
- Building rapport – this should be a partnership based on mutual trust and confidentiality
- Discuss why you have signed up for the IoD Next Gen Mentoring Scheme
- Establishing the expectations and understanding of the support you are looking for
- Agreeing how you will work together – agree on objectives, logistical aspects, and any boundaries

This first conversation may be an opportunity for you to disclose any additional needs or requirements that you may have.

Agree goals and objectives:

- **Why?** The purpose of the mentoring arrangement
- **What?** The priorities, issues and challenges that require attention
- **How?** Agree your process

Agree the logistics:

How often, how regularly and how long to meet? Usually, one hour is usually the normal length of a mentoring meeting, although this can be adjusted depending on what is appropriate for you both. We suggest that you meet at least 8 – 10 times over the 9-month period. Typically meeting every 4 weeks.

Where to meet? As well as the practicalities of your meeting place, consider what the environment might bring to the mentoring process. Somewhere neutral may be preferable. But most importantly ensure there is enough privacy to ensure you can have a confidential discussion.

Consider what will happen if one of you is unable to make your scheduled meeting and discuss and agree your preferences for communication between your meetings.

Completing the IoD Guernsey Next Gen Mentoring Agreement:

Once you have established how your relationship will progress, you will need to document what you have agreed using the IoD Next Gen Mentoring Agreement.

Further information:

Please contact officer.guernsey@iod.net should you have any questions.