

Re-Enter Mentoring Q&A

General:

What is mentoring?

Mentoring is a confidential one-to-one activity initiated and driven by the mentee focused on developing specific skills and/or behaviours. The purpose of mentoring is for the mentor to provide guidance and coaching to the mentee in a specific area(s) which is agreed up front and documented in the mentoring agreement.

How does it work?

The process is kicked off by the mentor and mentee attending the training workshop in early October where they complete the mentoring agreement. The mentoring agreement outlines the areas for mentoring and the process for interacting (e.g. In-person, by phone, by email...) for a maximum period of six months. Prior to each meeting the mentee identifies the area that they wish to focus on during the next mentoring session. After each session the mentee completes a list of agreed actions and a brief reflection on what they learned. At the end of the 6 month period the mentoring agreement is concluded and the mentor pair complete a report on what was achieved during the period.

Who is responsible for setting up the meetings/phone calls?

The mentee

What do I do if the mentoring relationship is not working?

If the mentoring relationship is not working, for whatever reason, then it is acceptable to inform the other party that you wish to conclude the agreement. Then, inform the Re-Enter programme manager who will attempt to identify a replacement.

Who will document the mentoring agreement?

It is the mentees responsibility to write up the agreement and send it to the mentor.

How long will a typical mentoring session be?

A typical session will last from 30-60 minutes.

How often should we meet?

Once or twice per month for a total of 1 hour (e.g. 2 x 30 min. phone calls or 1 x 60 min. meeting).

Mentee specific questions:

What is a mentee?

The mentee is an individual who wants to develop a skill or competency in a particular area and who is being mentored by a person who has already achieved a level of expertise in the area(s) identified.

Will the mentor get me a job?

No. The mentor will coach and guide you in your search for a job.

How much time is involved?

Preparing for the mentoring meetings and following up on actions as a result of the mentoring sessions is the mentees' responsibility. The amount of time is up to you but for a 1 hour meeting you

should typically spend 1-2 hours preparing so that you get the most out of the session with your mentor.

What should I do to prepare for a mentoring session?

- follow up on actions from the previous meeting and send a status to the mentor
- do background work on the area you wish to focus on in the mentoring session
- send the mentor an outline of what you want to cover during the mentoring session
- send any documents for review or discussion to mentor at least 1-2 days in advance of the meeting
- schedule the call and confirm that the mentor is available

What if I am not prepared for a mentoring meeting/call?

If you are not prepared then you should cancel it and re-schedule rather than waste the mentors time.

What should I do if I don't understand the feedback I am getting from my mentor?

You should tell the mentor and ask them to clarify, mentoring is about learning and exploring so asking questions is expected!

Mentor specific questions:

What is a mentor?

A mentor is an individual with a skill or expertise in a particular area who is willing to invest time and effort coaching and guiding the mentee who wishes to develop those skills or competencies.

How much time is involved?

1-2 hours per month

What should I do to prepare for a mentoring session?

You should review any documents or emails sent to you by the mentee and give some thought to the area they wish to focus on for the up coming session.

What will I get out of mentoring?

As a mentor you will be helping to support women to return to a career in SET. You will attend a free workshop on mentoring and you will gain additional practice and experience as a mentor. You will also get a certificate from Re-Enter on completion of the 6 months mentoring agreement. For those who wish, we will work with your professional body to get CPD credits for the mentoring training and programme.

Am I expected to get the mentee a job or work placement?

No, but if opportunities arise that may be suitable then you should make them aware of them.

Does participation the the Re-Enter Mentor Programme count towards CPD points?

The Re-Enter programme manager would be delighted to work with your professional body to get the programme approved for CPD, please a request and contact details for your professional body to re-enter@witsireland.com

