IIRSM Mentoring Scheme
Stream 1: Mentee application guidance

Supported by

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SECTION 1: APPLYING TO BE MENTORED

APPLICATION TIMETABLE
IIRSM operates three application periods per year (Summer, Autumn & Winter). The timetable for the Summer 2020 application period is:

<table>
<thead>
<tr>
<th>Deadline for mentee applications</th>
<th>3 July 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentors and mentees matched</td>
<td>by 24 July 2020</td>
</tr>
</tbody>
</table>

You will need to complete the Mentee Application Form, which is available to download from the Mentoring Scheme webpage and email a completed copy to Holly Mulvihill-Clark, holly.mulvihill@iirsm.org by 4pm on 3 July 2020.

ELIGIBILITY
Affiliate, Associate and Members (including Specialist) can apply to mentored.

On receipt of your completed application form we will review this to ensure all information has been provided and that you meet the selection criteria.

Selection criteria
Through your application you will need to:

- Demonstrate a good understanding of what mentoring involves.
- Explain what it is you would like to achieve through mentoring and how you think a mentor could help.

It is important that you provide as much information as possible about your goals when completing the form. Insufficient information may mean we are unable to match you with a mentor.

Not all mentees who apply for the scheme will necessarily be matched with a mentor immediately, or vice versa. It depends on how suitable the available mentors’ expertise is to your goals. However, we do aim to match 10-15 mentors and mentees per application period and if we are unable to match you immediately you will have the option to be matched in the future.

Before completing the application form, please ensure you read this document carefully.
SECTION 2: ABOUT THE SCHEME

WHAT IS MENTORING?
Mentoring is a method of helping someone less experienced reflect, learn and develop professionally. Your objectives might relate to:

- technical competences – for example understanding the organisational context, techniques to manage risk, developing strategy and policy, managing projects, data and stakeholders.
- leadership behaviours – for example influencing, collaboration or communication skills.
- career development – for example developing a strong CV, enhancing your LinkedIn profile, interview techniques, taking the next career step.
- how to progress through the IIRSM membership structure.

Benefits
Through being partnered with a mentor, you will have the opportunity to:

- acquire new knowledge and skills
- improve self-awareness and confidence
- discuss challenges and aspirations with a neutral person
- gain insight from your mentor’s experiences
- grow your network

Responsibilities
Mentoring involves empowering, enhancing and facilitating rather than a mentor telling you what to do. To be a good mentee, you should be prepared to fully commit to the process, recognise your strengths and weaknesses, prepare for meetings, reflect, consider alternative perspectives and make the most the mentor’s expertise. In particular, mentees are responsible for:

- respecting confidentiality, including disclosing information which could be commercially sensitive to their organisation with care, and behaving ethically
- committing to the ground rules
- proactively owning the mentoring process and not relying on the mentor telling them what to do
- documenting agreed objectives and actions
- preparing ideas for potential approaches and solutions to workplace challenges and discussing at meetings
- reflecting on progress and discussing this at meetings
- listening to and considering feedback
- taking action in between meetings to continually work towards achieving objectives
- being organised and a good timekeeper to ensure all meetings are scheduled and kept to (requests to change any meetings date/times to be done in advance)
- participating in a regular review of the mentoring relationship with the mentor, to ensure it is still beneficial
Mentors are responsible for:

- respecting confidentiality and promoting ethical behaviour
- establishing the ground rules at the beginning of the relationship, such as frequency and format of meetings and the responsibilities of the mentor and mentee, and ensuring these are adhered to
- ensuring ownership of the mentoring process lies with the mentee
- clarifying the objectives of the mentee
- encouraging the mentee to share their ideas for potential approaches and solutions to workplace challenges
- encouraging the mentee to reflect on past experiences to identify lessons learned
- sharing relevant knowledge and experiences with the mentee to help the mentee consider alternative approaches or solutions
- guiding the mentee into deciding the best course of action, through helping them evaluate the options available
- giving both positive and constructive feedback to the mentee
- promoting the importance of behavioural as well as technical knowledge and skills
- being organised and a good timekeeper to ensure all meetings are scheduled and kept to (requests to change any meeting date/ times to be done in advance)
- conducting regular reviews of the mentoring relationship with the mentee, to ensure it is still beneficial
**Mentoring vs. coaching**

You may have experience of being coached or coaching e.g. through a workplace scheme. Like mentoring, coaching is another method of helping an individual reflect, learn and develop professionally. However, there are some distinct differences.

<table>
<thead>
<tr>
<th>Coaching</th>
<th>Mentoring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective</strong></td>
<td>Coaching usually focuses on the development of a specific skill.</td>
</tr>
<tr>
<td><strong>Structure</strong></td>
<td>Coaching is a regular, structured intervention.</td>
</tr>
<tr>
<td><strong>Length of relationship</strong></td>
<td>Coaching relationships are usually relatively short-term. Once the objective has been met the intervention will no longer be required.</td>
</tr>
<tr>
<td><strong>Level of directiveness</strong></td>
<td>Coaches use non-directive techniques, meaning they do not tell the individual how to achieve a change but guide them in identifying the steps they need to take.</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Coaches do not necessarily need experience of the individuals work area, but will need training or experience of coaching techniques.</td>
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**LENGTH OF RELATIONSHIP, METHOD AND FREQUENCY OF MEETINGS**

**Length of relationship**

Generally, we expect mentors and mentees to be matched for a minimum of three months, however there are no set rules and the length of the relationship will be determined by your objectives. Mentors and mentees are asked to review their relationship at regular intervals.

**Method of meetings**

As our membership is widely dispersed, you may not be matched with a mentor local to your area. Therefore, if face-to-face meetings are not logistically possible, you should be prepared to conduct meetings by telephone or video call.
**Frequency of meetings**
The frequency and length of each meeting is to be mutually agreed by the mentor and the mentee. It will depend on the mentee’s objectives, as well as the time both the mentor and mentee are able to commit.

At the beginning of the relationship it is likely that meetings will take place more frequently, to help clarify objectives and build rapport, with meetings becoming less frequent over time.

As a minimum, for the initial three-month period, we would expect mentors and mentees to meet at least three times.

If mentors are happy to be contacted by their mentees in between scheduled meetings, for example via email/ What’s App, this will need to be discussed during the introductory call (see Matching Process below).

**MATCHING PROCESS**
The IIRSM professional development team manages the process of identifying a suitable mentor for a mentee. You are assigned a mentor based on the relevancy of the available mentors’ work experience and expertise to your goals.

You can find out more about the matching process in the [Mentee Handbook](#).

**SUPPORT AVAILABLE DURING THE SCHEME**
All mentees are issued with a [Mentee Handbook](#) which provides guidance on:

- The introductory call
- Mentoring meetings
- Setting objectives
- Using [IIRSM’s Risk Management and Leadership Competence Framework](#).
SECTION 3: THE MENTORS

Our mentors are IIRSM Fellows or Members (including Specialists), who have a keen interest in supporting the development of individuals in our network.

Our mentors range from small business owners to employees of large multi-national organisations. Many have experience of working in multiple industries, including:

- Armed forces
- Construction
- Consultancy
- Education
- Emergency services
- Engineering
- Facilities
- Finance
- Government
- Healthcare
- Law enforcement
- Leisure
- Manufacturing
- Oil and gas
- Renewable energy
- Retail
- Telecommunications
- Transport and logistics

Similarly, our mentors are either based or have experience of working internationally, in places such as:

- Australia
- Brazil
- Canada
- China
- Egypt
- Germany
- Ghana
- India
- Ireland
- Kenya
- Kuwait
- Malaysia
- Mexico
- New Zealand
- Qatar
- Russia
- Singapore
- South Africa
- Turkey
- UAE
- UK
- USA