

**MENTEE
INFORMATION
GUIDE**

BOOST II



Local Government Training Group



**MENTORING
PROGRAMME
FOR DIRECTORS**

INTRODUCTION

Being a mentee in a mentoring relationship offers numerous benefits. Firstly, having a mentor provides invaluable guidance and expertise in a specific field. Mentees can tap into their mentor's knowledge and experience, gaining insights, tips, and advice that help them navigate their professional journey more effectively. Secondly, mentors can also serve as role models, inspiring and motivating mentees to set and achieve their goals.

Mentees can learn from their mentor's successes and failures, allowing them to make informed decisions and avoid common pitfalls.

Additionally, mentors can offer support and encouragement, providing a safe space for mentees to share their challenges and concerns. This support system fosters personal and professional growth, boosts confidence, and helps mentees develop new skills and enhance existing ones.

Overall, being a mentee enables individuals to learn from established professionals, gain new perspectives, expand their network, and accelerate their progress towards success. As a mentee you can also aide the mentor by sharing your knowledge, insights and experiences.

WHAT IS MENTORING?

Mentoring is a structured part of overall workforce development and planning. It is a sustained partnering relationship, with measurable outcomes, which is beneficial both for the individuals involved and for the wider organisation.

The focus of this **BOOST II** Mentoring Programme is on mentoring as it supports individuals to develop their own self leadership capabilities and promoting leadership learning at all levels of the workforce and with people the workforce supports.

The concept of the BOOST Mentoring Programme as a top-down approach, with senior members of staff assigned to those less senior, has been updated for the **BOOST II** Mentoring Programme for Directors to a peer mentoring approach with mentors and mentees in an equal relationship. In this updated concept of mentoring, the responsibility lies with the mentee.



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The characteristics of the mentoring relationship include:

- Providing opportunities to discuss work related issues and generate possible options/solutions to some of the challenges
- It focuses on helping an individual manage their career and improve skills
- Mentoring activities help both organisational and individual goals
- It is an ongoing relationship that can last a long time, but usually lasts approximately 9/12 months
- Can be more informal and meetings can take place as and when the mentee needs some guidance and/or support
- Agenda is set by the mentee with the mentor providing support and guidance to prepare for future roles.

A mentor can be a useful resource at any point of a career. Whether it's at the start, at the end, or at any point in between, mentoring can give you the boost you need.



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MENTORING IS NOT

Here are some things that mentoring is not:

- A substitute for line management or supervision
- Coaching or counselling.

HOW IT WORKS?

BOOST II Mentoring Programme has engaged a bank of experienced mentors who will be made available to those seeking help in the following areas:

- Building networks
- Career development
- Increasing career/business confidence
- Organisation and planning
- Presentations/public speaking
- Problem solving
- Profile and visibility
- Resilience
- Someone to support me.

Individuals wishing to have support from the mentoring bank will apply and once approved will be allocated a suitable mentor.

Each **BOOST II** mentee will be eligible to:

- Attend a virtual Launch Event
- Receive up to 9 mentoring sessions
- Receive regular wellbeing check ins.

An initial meeting between mentors and their allocated mentees Chief Executive, will be arranged by the LGSC to discuss the program and its objectives.



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BENEFITS OF BECOMING A MENTEE

The relationship between mentor and mentee is very much mentee-centred. The mentee is expected to take ownership and drive the relationship, drawing on the mentor's knowledge and experience as required. The mentee is expected to be open, honest and receptive to enable and empower the mentor to talk openly and honestly in order to assist the mentee to take charge of their development and their environment.

Being involved as a Mentee you should expect to:

- Ask questions to get the answers or solutions needed
- Be prepared to probe rather than accept the first answer
- Confront current situations and issues
- Identify areas for development and improve self-confidence
- Lead the agenda.

As a Mentee it allows you the opportunity to:

- Develop and practice your listening skills
- Help in clarifying and setting development goals
- Increase your understanding about yourself and situations
- Improve job satisfaction and motivation
- Opportunity to learn from your mentor
- Safe environment to test out ideas and suggestions.

What are the expectations of a Mentee?

- Commit to the programme and engage with their mentors
- Be open and honest around goals, expectations, challenges and concerns
- Liaise and arrange meetings with their mentor
- Respect the confidential and trusting environment
- Seek advice, opinion, feedback, and direction from their mentor
- Be open to constructive criticism/feedback and ask for it
- Come to meetings prepared with a clear idea of what topics or issues they want to address
- Respect the mentor's time and resources
- Apply what is learnt from your meetings back on the job.



HOW DO I BECOME A MENTEE?

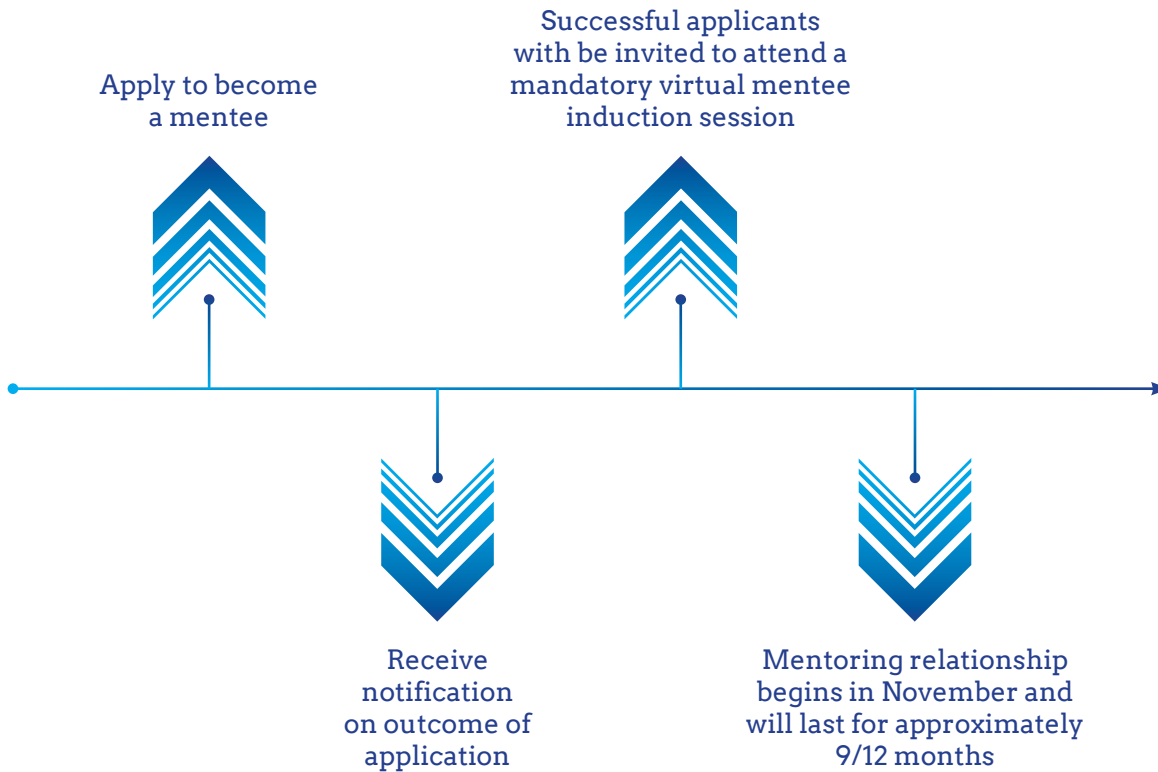
You can apply by completing the application form attached to the Expression of Interest email or contact Paula Hamilton, Senior HR Officer, LGSC by email on paula.hamilton@lgsc.org.uk



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PROGRAMME STRUCTURE



WHO IS A MENTOR

The BOOST II Programme mentors are carefully chosen from a diverse group of Directors and Chief Executives, both internal and external to local government. This selection ensures that mentees benefit from a wide range of experiences and perspectives, fostering comprehensive personal and professional growth.

Ongoing development of mentors is important and helps build momentum, skills and ensure standards are maintained. Support and check-ins are integral to the programme.



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THE LIFECYCLE

<p>Building Rapport</p>	<p>This initial phase of the mentoring relationship is about:</p> <ul style="list-style-type: none"> • getting to know each other and deciding if you want to progress the mentoring relationship • clarifying mentee expectations and agreeing ground rules • developing empathy.
<p>Setting direction</p>	<p>In this second phase the role of the mentor is to help the mentee assess what they want to achieve. The process includes:</p> <ul style="list-style-type: none"> • gaining clarity on the mentee’s goals • achieving a sense of purpose to the relationship • action planning and goal setting begin (these may change as the relationship progresses).
<p>Progression</p>	<p>This is the most productive phase during which most of the work is done. The mentor uses a variety of skills and tools to challenge, encourage and support the mentee:</p> <ul style="list-style-type: none"> • development planning and prioritising • building on prior learning and reflecting on the new • monitoring and evaluating progress • giving feedback and feed forward.
<p>Winding Up</p>	<p>The winding up phase should happen when the mentee has achieved their goal. The end of the relationship should be handled sensitively by the mentor, to help plan an effective and positive ending for both parties:</p> <ul style="list-style-type: none"> • contact is decreasing as the mentee gains confidence • goals have been achieved • the mentee or mentor believe that they have achieved all they can within the parameters of the relationship. Regular monitoring and review of the progress of the relationship should help.



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FREQUENTLY ASKED QUESTIONS

1. How was my mentee/mentor matched to me?

Mentees and mentors are matched based on the information provided in their application forms.

2. How much of my time will this take?

This very much depends on each pairing. It is entirely both parties' choice as to how frequently you meet and for how often. We recommended that this is discussed, and some guidelines are set out at the first meeting. However, we recommend that you meet at every 6/8 weeks.

3. When does the programme start and end?

The mentoring sessions will begin in November and should last for approximately 9/12 months.

4. What happens if we don't get on?

There is a chance that some of the suggested matches will not work in practice, and this will probably be apparent quite quickly. It is worth bearing in mind that a mentoring relationship is designed to challenge you and make you think differently about yourself and your approach to things. As a result, there could well be points during your meetings where you feel moved outside your comfort zone. In retrospect, this could well be when you gain the most from the scheme. However, if there is a more permanent and fundamental 'mis-match' please contact Paula Hamilton at paula.hamilton@lgsc.org.uk.

5. How confidential is this?

What you discuss with your mentor/mentee is strictly confidential between the two of you, and you must maintain this confidentiality even after your relationship has ended. You will never be asked for details of what you discuss at your meetings.

6. I've lost touch with my mentee/mentor, what do I do?

These things happen, don't worry just reach out and you can pick up from where you left off. Please contact Paula Hamilton at paula.hamilton@lgsc.org.uk if you do not hear back from your mentee/mentor.

7. Will there be an evaluation of the programme.

Yes, we will ask you to complete an evaluation at the end of the programme.



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