



# Mentoring Scheme

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Human Resources

# Mentoring Scheme

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## **1. Introduction**

Brent is committed to providing a range of mechanisms to support staff and managers in personal and professional development in order to improve career opportunities and deliver excellent services.

## **2. Our Approach**

Brent has signed up to the MyMentor service which represents collaborative working across a range of public sector organisations and provides mentors and mentees with the opportunity to develop a mentoring arrangement with staff and managers from other organisation who participate in the MyMentor Scheme.

The MyMentor Scheme replaces all existing mentoring arrangements within Brent.

## **3. Definitions**

Mentoring – is an arrangement between two people, one of whom is generally more senior and has more skills and experience than the other. Mentoring is intended to be a means of offering help, advice and guidance on career and personal development.

Mentor – normally a manager, who will support and encourage a mentee in their personal development and provide confidential feedback to reinforce what the mentee already does well and support their personal development in areas they want to develop in order to enhance their career opportunities.

Mentee – an individual seeking career development through the acquisition of new skills, approaches, behaviours and techniques by receiving feedback on existing performance and skills and where development is required.

## **4. Roles and Responsibilities**

### **Managers' Responsibilities**

Managers are responsible for identifying the need for a mentor for an employee or recognising that an individual has the potential to become a mentor. Managers are also expected to consider requests by the staff they line manage to participate in the MyMentor Scheme either in the capacity of a mentor or mentee and deciding whether this is an appropriate course of action for the individual and will offer sufficient added value personally and professionally. Managers must ensure that participation in the mentoring scheme, either as a mentor or mentee, does not impact negatively on service delivery.

The HR Director has the discretion to agree alternative mentoring arrangements by exception, for example, for staff with disabilities.

## **Employee Responsibilities**

Employees are expected to seek approval to participate in the MyMentor Scheme from their line manager and provide their line managers with regular feedback on the scheme if it has been agreed they can participate.

Mentees must carefully consider what they want to achieve from a mentoring arrangement. Mentors must consider what skills and experience they have to offer mentees.

Mentors and mentees must sign up to the MyMentor online system.

## **5. Eligibility**

- All non school's based employees.
- National graduates are excluded as specific senior managers within Brent are identified to support national graduates in their personal and professional development.

## **6. Time off Arrangements**

Under the Scheme the recommendation is typically six sessions over a six to nine month period. The time release for this will be up to a maximum of twelve hours. However, preparation time for mentoring meetings must be conducted in the employees own time, not work time.

## **7. Travel Arrangements**

All permanent employees who need to travel to other sites for meetings, visits, etc, will be expected to pay for the travel and to reclaim these expenses via the iExpenses module in One Oracle, only if the employee has incurred additional travel expenses.

## **8. Benefits of Mentoring**

Mentoring is considered to be beneficial to the mentor, mentee and the organisation through providing the following opportunities:

- Career and skills review
- Dealing with work relationship issues
- Supporting personal and professional development
- Addressing specific business issues

Mentoring is intended to improve a mentee's performance and support their personal development as well as build confidence and develop skills and improve personal effectiveness.

A mentor is given the opportunity to share their knowledge and expertise in order to assist in someone's career development as well as to achieve managerial skills development and effectiveness.

The council is committed to a culture of learning and improvement and considers mentoring as a mechanism to share good practice and improve staff and manager effectiveness.

## **9. How does the Scheme work?**

Once approval has been obtained from the line manager, you will need to complete a skills profile and understand the online system.

The online system will select and match mentors and mentees through searching for available mentors who will be provided by a rating scale.

The scale allows for selection of topics of interest and gives each topic a level of importance. The mentor can sign as available and complete a profile for matching. There is a facility to change mentors should the relationship not work out.

The mentoring arrangement can then begin.

## **10. The first meeting**

This is when the mentor and mentee get to know each other and decide whether they can and wish to work together and agree the way in which they will work together. This will include agreeing frequency of meetings; location and length of meetings; who is responsible for making contact; and preferred ways of communicating.

## **11. Future meetings**

Mentors and mentees should prepare for mentoring sessions. The relationship between the mentor and mentee will develop over a period of time and will continue whilst the mentor works through their development plan.

## **12. Mentoring coming to an end**

As the mentee becomes more confident and develops new skills the need to continue with the mentoring arrangement will reduce.

The mentor and mentee need to recognise this and conclude the mentoring arrangement otherwise it will typically cease after 6 – 9 months.

### **13. Monitoring and Evaluation**

Mentors and mentees will be asked to evaluate the effectiveness of the mentoring so Brent can evaluate the on-going benefits of the MyMentor Scheme and any improvements required.

### **14. Further Information**

Guidance on how to use the MyMentor system can be obtained by accessing <http://www.mymmentor.me.uk>

A sample learning log to record outcome of mentoring arrangements can be accessed via the [Mentoring Scheme Guidance handbook](#)

Mentoring can be recorded on Oracle Hr.