

## Warwick Mentoring Scheme Principles

Organisational Development will appoint a Programme Manager who will:

- Oversee governance and quality of the scheme.
- Approve mentor and mentee applications.
- Keep a record of participants.
- Oversee the matching of mentors and mentees.
- Evaluation the scheme to measure quality and impact.

The Mentoring Scheme is open to all members of staff.

Participation as a mentor or mentee is voluntary.

In order to be a mentor, individuals must complete an application form. When accepted, they will be required to complete a mentoring e-learning course and a skills workshop. Previous mentoring training may be sufficient; this should be stated on the application form and will be decided by the Programme Manager.

Mentors will be required to provide information about their professional background and areas of expertise in which they are able to provide mentoring.

Mentors are required to adhere to the Mentoring Scheme Code of Ethics.

Mentors and mentees may indicate what kind of partner they would prefer, and this preference will be taken into account when matching. However it will not always be possible to meet all requirements.

Mentors require the ability to be non-directive, to listen actively, to be non-judgemental, to ask powerful questions, to commit their time, to share their experience and wisdom and to have a genuine interest in the mentee's learning and development. Not everyone has the right skills and qualities to be a mentor and it may be deemed necessary to not accept or to withdraw someone of they are deemed unsuitable.

The quality of mentoring will be evaluated on an ongoing basis. This will include seeking feedback from mentees on the mentoring they have received. Feedback will be provided to mentors.

There is no maximum number of mentees but mentors should consider how many they can manage at any one time.

Mentoring relationships will be set up for a maximum period of 12 months. Some partnerships may continue to meet informally beyond this time, but this is regarded as outside the scope of the scheme.

Either party has the right to end the mentoring relationship without blame or fault or detailed explanation. A new mentoring relationship may be established if appropriate.

The initial meeting between mentor and mentee will be a no commitment chemistry meeting, the purpose of which is for both parties to assess their compatibility and to establish a rapport.

Mentors will hold a mentoring agreement conversation with the mentee before the mentoring begins. The purpose of this is to ensure a shared understanding of the mentoring and to avoid misunderstandings later on.

At present mentoring meetings should take place online or over the phone. When circumstances allow in-person meetings, it is the mentee's responsibility to book meeting rooms/arrange the venue for meetings. Mentoring meetings may take place in a public place, e.g. a café, as long as both parties are in agreement.