



NDS

Mentoring Scheme

Handbook



<http://www.nds.ox.ac.uk/about-us/supporting-our-staff/mentoring>



NDS Staff Mentoring Scheme – Outline

What is mentoring?

Mentoring is a powerful personal development tool, which can be an effective way of helping staff to progress in their careers and life more generally. It should be viewed as a confidential non-judgemental relationship, which can facilitate a wide range of learning and development, rather than a management tool.

Mentoring in NDS is a voluntary arrangement through which “an experienced individual, outside the normal working relationship (a mentee’s direct supervisor(s) cannot as mentors), holds regular meetings and discussions and takes a personal interest in guiding and supporting the development of a less experienced person in progressing within and beyond their immediate role.

What are the aims and objectives of the scheme?

The overall aim is to assist mentees to achieve personal and professional growth through a mentoring relationship that provides support as he/she progresses and develops within the University.

All staff and graduate students can apply to be mentored.

All staff and graduate students with at least twelve months experience in NDS or the University of Oxford can register to be a mentor.

Why have a mentor?

- Act as an impartial sounding board. They create valuable time and space for a mentee to take a step back and reflect on where they are now, where they might be, and how they might get there.
- Contribute advice, information and viewpoints based on their own knowledge, experience and expertise; such independent and objective contributions can be very valuable.
- Assist in achieving change and/or specific goals to enhance a mentee’s professional and personal life



What can a mentee expect?

First and foremost a mentee needs to be clear as to what they would like to achieve from a mentoring relationship and be prepared to take responsibility for making things happen. The success of a mentoring relationship depends very much on the mentee.

A mentor may not be able to help a mentee with *all* their objectives and in some cases it may be appropriate for a mentee to have a further mentor (with different skills and expertise) following the conclusion of a first mentoring relationship.

The role of the mentee

Mentoring is a two-way process; however, the mentee is expected to drive the relationship forward and be proactive about setting objectives for the relationship.

A mentee is expected to be:

- Willing to enter the relationship with a clear set of objectives
- Committed, for example attending planned sessions and taking actions agreed with their mentor
- Willing to learn and to challenge their views, behaviours, assumptions and ways of working
- Able to ask for and receive feedback
- Willing to discuss issues openly and as honestly as possible
- Professional in relationship with mentor, for example respecting agreed ground rules and being punctual

The benefits for a mentee

- Improves and builds self-awareness and confidence
- Provides an opportunity to learn from a role model
- Offers professional development
- Provides advice and information
- Encourages reflection on practice



- Provides personal support and career development
- Offers contact with people who are succeeding
- Develops various skills, particularly interpersonal communication
- Provides personal contact – feel part of the University and its community
- Promotes career assessment and provides impartial advice
- Allows you to speak to someone outside your work area
- Offers the opportunity to network with staff and increase your knowledge of the University
- Increases job satisfaction and motivation
- Provides a wider perspective and insight into the University and its culture
- Allows sharing of issues in a confidential and impartial environment
- Helps in clarifying and setting development goals
- Offers a safe environment to test out ideas and suggestions

Meetings

It is difficult to prescribe the number of meetings which will be needed in order for a mentoring relationship to be effective, as this is driven by individual needs. However in order to give some guidelines perhaps approximately one or two hours per month for 6 to 12 months. The frequency and method of contact will be agreed within each individual mentoring relationship.

The mentee should be the driver behind the mentoring relationship; therefore it is the mentee's responsibility to make initial contact with their mentor.

The first meeting should include agreement on future ways of working together (allocation of time, confidentiality, any limits to the role)

Subsequent meetings might include:

- Reflection on induction process
- Reflection on professional progress
- Identification and exploration of problems
- Identification and exploration of development needs



- Identification of information needed and ways of acquiring it
- Action planning
- The review of progress against the objectives agreed in the mentoring agreement
- The provision of feedback
- The discussion of issues and concerns of the mentee

On-going support

Support will be available to mentors and mentees internally from the NDS Coordinator, who is also there to discuss any concerns either party may have.

Once a mentoring relationship is set up, the Mentoring Coordinator will only contact the mentor and mentee, to check whether the relationship is continuing, in order to maintain an up-to-date list of available mentors.

At the end of a mentoring relationship

The NDS Coordinator should be notified when the mentoring relationship is concluded. Both the mentor and the mentee will be asked to complete a brief questionnaire to enable the Department to monitor the Scheme's successes and facilitate future improvements.

How to apply for a mentor

As of 1st October 2014 any member of staff wishing to have a mentor assigned to them, needs to complete the attached Proforma and return it to Gemma Horbatowski (NDS Coordinator). We will attempt to identify a suitable mentor within a fortnight.

If you have any further questions:

Contact: recruitment@nds.ox.ac.uk or by phone 01865 (8) 51072



NDS Staff Mentoring Scheme - Proforma

Mentee Details

Name: Email:

Group: Extension No:

Main Location:

Position:

What are your reasons for requesting a mentor?

What are the main things you hope to achieve from a mentor/mentee relationship?

Do you have a preference on whether your mentor is male or female?

Are there particular times of day that would be preferable for any mentoring meetings?