



SUCCESS



SUPPORT



COACHING



MOTIVATION



ADVICE

# MENTORING



TRAINING



GOAL



DIRECTION

## MENTORING GUIDELINES CHARTERED BANKER

Chartered Banker

## Mentoring

We have launched the Chartered Banker Mentoring Scheme as one way of demonstrating our commitment to our members' development, both personally and professionally. We want our members to have great experiences of being mentored by a more senior professional who holds a position they may aspire to and experience they can learn from.

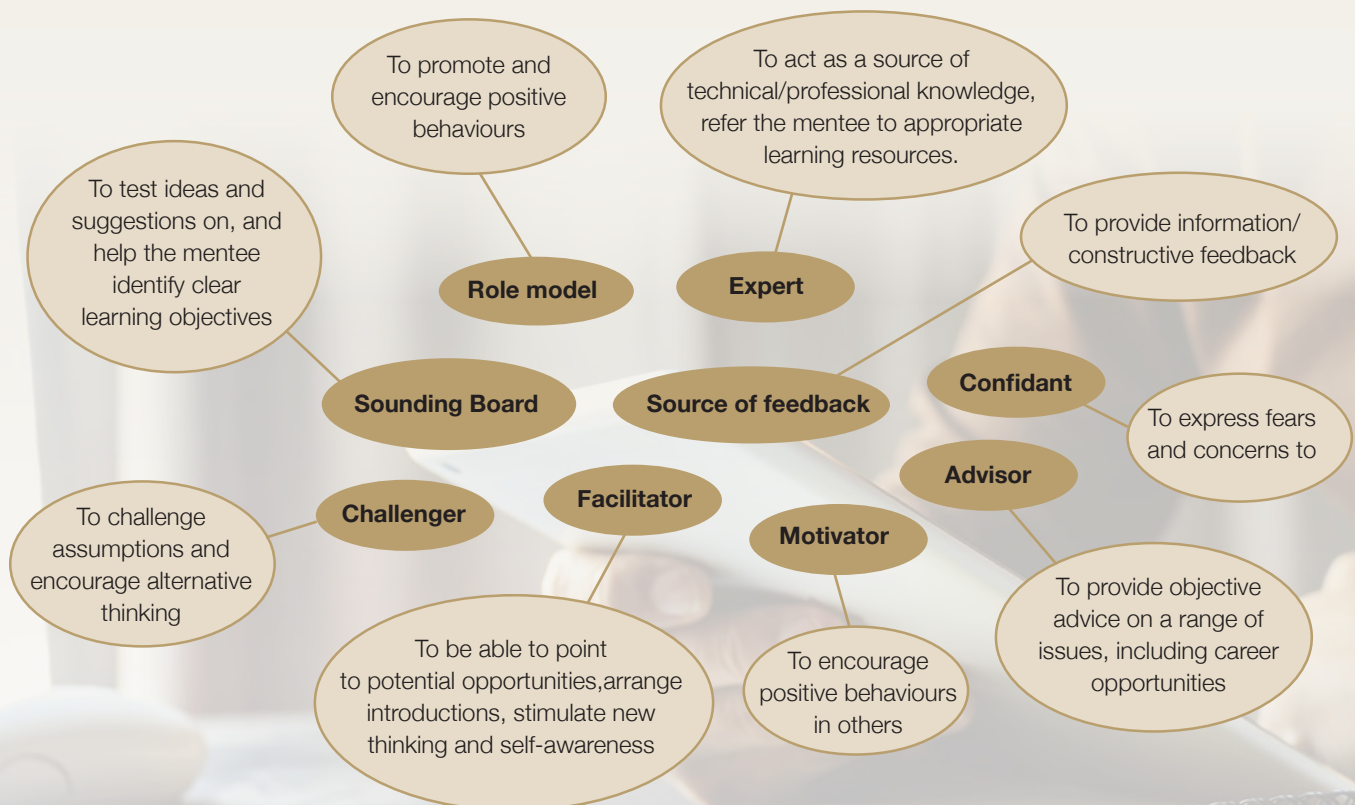
## What is Mentoring?

Mentoring tends to focus on the future and broader skills for personal or career development. It is voluntary and is a series of developmental conversations, often from a senior person/leader of an organisation who can pass on knowledge, experience or advice. It can help with:

- Sharing of industry knowledge or experience
- Networking
- Boosting confidence
- Brainstorming ideas
- Increasing your profile in the industry
- Enhancing skills
- Career Development
- Moving into management or leadership positions
- Professionalism within the industry
- Training or retraining
- Assist with Chartered Banker qualifications

## Role of the mentor

As a mentor, your primary role is to provide guidance and support to your mentee. These can include:



Please note, mentoring is not coaching.

## Benefits for the Mentor

Many find the process incredibly rewarding through supporting the development of others, and giving something back within your professional field. It presents the mentor with the opportunity to develop professional relationships and a chance to reflect on their own practice and development.

## Role of the Mentee

As a mentee, your primary role is to identify the goals, skills and knowledge that you want to achieve and communicate them to your mentor. These can include:

- Have a desire to learn
- Setting out clear goals and objectives
- Create a plan of the steps needed to achieve these
- Reflect on your performance
- Having clear, honest communication with your mentor
- Applying the new skills and knowledge in a professional context
- Providing feedback to your mentor

## Benefits for Mentees:

- Provides impartial advice and encouragement
- Develops a supportive relationship
- Assists with problem sharing and solving
- Improves self confidence
- Receive personal and professional development
- Encourages reflection
- Enhances individual performance
- Develops networks with other professionals
- Taking active responsibility for their own learning

## What makes a mentor-mentee arrangement successful?

One where both mentor and mentee are willing to:

- Communicate openly within the bounds of confidentiality
- Can both give honest feedback
- Evaluate progress and remain focused on outcomes
- Address blockers and conflicts
- Maintain mutual trust and respect
- Have a clear mentoring agreement and both commit to it

## Top Tips

**Good mentoring needs planning and preparation. Here are four top tips for Mentors:**

- 1 Logistics:** Think through the logistics. Where and how you will work together? How often will you meet? This doesn't have to be face to face, technology such as FaceTime and Skype gives you flexibility.
- 2 Agenda:** Define the agenda clearly: What ground rules will you adopt? Agree what is confidential and what is not so there is no misunderstanding. Invest time in clarifying role boundaries. Be clear on what you will and won't do for a mentee.
- 3 Expectations:** Set and manage each other's expectations and outcomes. Consider how you will monitor and evaluate success.
- 4 Prepare:** Reflect on how you learn and how your mentee learns. Tailor the session around key, relevant topics to meet their needs.

**Being a successful mentee takes commitment and dedication. Here are four tips for mentees:**

- 1 Clear goals and expectations:** Before approaching a potential mentor be clear on what you want from mentoring. Be clear on what you are looking for in a mentor Set clear expectations from the outset.
- 2 Do the work.** The focus of mentoring is on you and your goals. Tell your mentor what has worked and what hasn't worked and what you learnt from the experience.
- 3 Embrace the unknown.** Many of us may feel a little nervous when we are presented with something new. Mentoring might be challenging, and take you out of your comfort zone, but the benefits bring rewards. Be open and honest with your mentor.
- 4 Reflection:** Reflect on what you have learnt in your sessions with your mentor and how their experience could apply to your situation. Look for quick wins, and ideas to plan for.

If you are interested in becoming a mentor or mentee with the new Chartered Banker Mentor scheme, please visit [www.charteredbanker.com/mentoring](http://www.charteredbanker.com/mentoring) or email [mentoring@charteredbanker.com](mailto:mentoring@charteredbanker.com)

## Resources available

We have worked on developing this brochure with Marie Taylor Online. Marie Taylor coaches and consults with professionals and organisations who want success and transformation. You can visit

[marietayloronline.com](http://marietayloronline.com) and sign up for her coaching and mentoring.

Marie has written Business Coaching and Mentoring for Dummies, co-authored by Steve Crabb. Both are professional executive coaches who work internationally coaching and training leaders.

We are delighted to offer an exclusive 40% discount for Chartered Banker members. Enter the code 'VBN06' when placing your order at <http://eu.wiley.com/WileyCDA/WileyTitle/productCd-1119067405.html>

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02/17