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MENTORING PROGRAMME GUIDANCE **INFORMATION FOR MENTORS AND MENTEES**



Guidance for participants in the mentoring programme

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Mentors

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Mentees

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Mentors

This information provides prospective mentors with a brief overview of what it means to be a mentor. For additional information please see the case studies and listen to the audio clips.



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What is a mentor?

Mentors are professional people who can provide career guidance and access to support networks within practices and the profession. They provide the mentee with the space to develop ideas and to grow professionally to fulfil their true potential.

They are generally people who have experience in practice and can therefore provide support and understanding of the mentee's developmental needs. A mentor helps the mentee by setting clear, obtainable goals with measurable outcomes.



Listen to Tayseer and Tara talk about the challenges and benefits of mentoring.

What makes a good mentor?

A good mentor is someone who recognises that their professional relationship with their mentee is on equal terms. They should be a good listener and communicator, open to learning from the mentee as well as providing guidance and help to the mentee. They need to be totally committed to the mentor programme and have the time and capacity to work with the mentee.

What are the benefits of being a mentor?

The best mentor arrangements benefit both the mentor and the mentee. Being a mentor can help you to seek out new areas of work, and different ways of working in order to support your mentee. It allows you the chance to pass on your professional experience and support to the mentee, and will help to develop your own leadership and management skills. Mentor relationships can help you establish useful business connections leading to possible collaborations and access to new ideas.

What skills are needed to be a mentor?

Whether you run a formal or informal programme, the mentor needs to be open, honest, patient and willing to give their time to help develop the mentee. The mentor may need to be willing to work with people who they have not had experience of working with before. It will help the process if the mentor has access to contacts, networks and interesting environments which will help develop the mentee's potential. A formal Mentoring Programme would normally require a mentor to submit an application form for the programme which would then be screened by the Mentor Programme Coordinator.

Formal Mentoring Programmes would also include an element of training to ensure the mentor is equipped with the right skills for the role. Training could include skills-building workshops, goal-setting, monitoring and reporting requirements, or a mentee evaluation.

What is not expected from a mentor?

It is important to maintain a professional relationship with the mentee. As such, mentors will not be expected to provide therapy or counselling to the mentee, or to advise on the mentee's private life.

Will being a mentor help my CPD?

Mentoring contributes to the mentor's CPD as it helps to build leadership and management skills. It also helps to develop better communication skills and goal-setting. Due to the nature of the role, it can also open up opportunities to learn about new techniques and trends.

How long is the programme?

The mentor partnership can be as short as six months or last for years; however the recommended length is 12 months.



Mentees

This information provides prospective mentees with a brief overview of what it means to be a mentee. For additional helpful information please read the case studies and listen to the audio clips.



What is a mentee?

A mentee is an individual who is seeking professional support from an experienced person from within or outside their practice.

What makes a good mentee?

A good mentee is an individual who is keen to gain greater professional experience from their mentor, a person who is willing to listen, learn and is a good communicator. The mentee and mentor relationship should be on an equal footing with both parties contributing to the programme.

What are the main benefits of being a mentee?

The main benefits of being a mentee are that your mentor will:

- act as an experienced advisor
- help you set goals and measurable objectives
- provide career advice
- support you to develop networks and contacts to help your career progression
- help you increase your knowledge base
- challenge and help you to fulfil your potential
- help you improve your communication skills

Who can be a mentee?

The answer is anyone at any stage in their career. A mentee can be someone returning to work, a newly qualified individual, or a person seeking support to move their career or practice to the next level.

What are the requirements of a mentee?

In both a formal and informal programme the mentee should have a written agreement with their mentor which sets out how they will work together.

Both need to commit to regular meetings, to maintain a record of the meetings, progress and activity between meetings and to progress against set objectives and goals.

Formal programmes will normally include a requirement to complete an application process to enable the Mentor Programme Coordinator to screen and match mentors with mentees.

How long is the programme?

The mentoring partnership can be as short as six months or last for years; however the recommended length is about 12 months.

