

Mentoring Programme FAQs

GENERAL

What is the IR Society Mentoring Programme?

The IR Society Mentoring Programme is the latest addition to an expanding line-up of our services to support members' professional development needs. The programme will facilitate the establishment of mentoring relationships and provide a framework for the development of these mentoring relationships with the end goal of helping mentees to successfully complete the actions contained in their individual development plans.

Is there a fee associated with using the IR Society Mentoring Programme?

No – the Mentoring Programme is a benefit of membership and is available exclusively to IR Society members. There is no extra charge to use this resource.

How are Mentors and Mentees matched?

Members must first complete an application form as a Mentor, Mentee or both. During the application process, members will provide a range of demographic and professional information, such as company size, industry sector, current and previous roles and specific IR experience. They will also indicate what they are hoping to achieve from the mentoring process.

Once the application process is complete the IR Society will undertake a matching process based on the information provided in the application forms. Where it is possible to make a successful match we will inform the mentor and mentee via email that they have been matched and we will make the introduction. Mentors and mentees should then arrange an initial conversation to determine whether they feel they can develop a successful mentoring relationship.

FOR MENTORS

How do I become a Mentor?

If you are an IR Society member, click [here](#) to complete the Mentor application form.

Who are the Mentees?

Mentees are other IR Society members who need your help to support their career development.

Can I have more than one Mentee?

We would suggest a maximum of three mentees to any mentor at any one time. We recommend that you select Mentees who are most suited to learn from your expertise and experience.

How do I find Mentees?

Once the application process is complete you will be emailed with details of the potential matches – for any you would like to have an initial discussion with please contact us at mentoring@irsociety.org.uk and we will make an introduction.

Is it okay to reject a request?

Yes, but there should be a good reason to do so. We encourage you to at least have an initial conversation to explore whether the relationship would be mutually fulfilling. If a potential Mentee has misinterpreted information in your profile, you may find him/her to be an inappropriate match. If you want to decline a request, with please contact us at mentoring@irsociety.org.uk.

How do I end a mentoring relationship?

If the mentoring relationship is complete, you will simply need to complete the mentoring feedback form to provide feedback on the mentoring process.

If the mentoring relationship isn't working out, please kindly discuss your decision to end the relationship with your Mentee. Please then contact us at mentoring@irsociety.org.uk.

What are the expectations for participating Mentors?

We expect that you will fulfil your commitment to develop at least one mentoring relationship. We expect you to respond to initial requests from Mentees in a timely manner, and that you communicate with your Mentees as agreed upon by both you and your Mentees.

How much time will I need to invest as a Mentor?

The mentoring programme will last for six months. We recommend that you and your Mentees agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Keep in mind that mentoring

doesn't necessarily require large amounts of your time. Even brief phone calls or e-mail exchanges with you can make a big difference to your Mentees.

What benefits do I receive from the organization if I participate as a Mentor in the Programme?

All Mentors are volunteers. As an active Programme participant, you will receive a digital logo identifying you as a Mentor.

FOR MENTEES

How do I become a Mentee?

If you are an IR Society member, click [here](#) to complete the Mentee application form.

Who are the Mentors?

Mentors are other IR Society members who have volunteered their time to support other members' careers.

Can I have more than one Mentor?

We recommend that each mentee has one mentor at any one time and that you select the Mentor who is most suited to your mentoring needs at this time. You would be able to apply to continue with the mentoring programme in the future with a new mentor. Please keep in mind that Mentors have limited time to offer and may have other Mentoring relationships.

How do I find a Mentor?

Once the application process is complete you will be emailed with details of the potential matches – for any you would like to have an initial discussion with please contact us at mentoring@irsociety.org.uk and we will make an introduction.

What should I do if I don't hear from the Mentor I requested?

If you don't hear from the Mentor within one or two weeks, feel free to contact us at mentoring@irsociety.org.uk.

What if the Mentor isn't the right "fit" for my needs?

Sometimes, regardless of the information provided, Mentors and Mentees don't always "fit." If this happens, we suggest that you discuss your decision

honestly and kindly with your Mentor; thank them for their time then please contact us at mentoring@irsociety.org.uk.

Where can I meet with my Mentor?

It is up to you and your Mentor to decide how, when and where you want to pursue your mentoring relationship. It is likely that most of your communication will occur by phone or electronically. We would strongly recommend following all government guidance if you are planning to meet your mentor in person.

How long does the mentoring relationship last?

The mentoring programme will last for six months. We recommend that you and your Mentor agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship.