

West Yorkshire Branch Mentoring & Coaching Scheme

Overview

This scheme is coordinated and run by volunteer Branch Committee Members for the benefit of CIPD members who live and work within the West Yorkshire region. It has taken various forms during its 15-year life and in 2022 was re-launched as a **Mentoring & Coaching Scheme**. This change recognises that alongside traditional mentoring activities (sharing the mentor's knowledge, insights, tools and providing guidance etc...), coaching, including listening and asking questions, is important for:

- empowering the individual
- developing their thinking & decision-making skills - important in the rapidly evolving world of work
- helping a person sustain their development and growth once mentoring has come to an end.

Whilst mentoring remains the primary purpose of our scheme, we expect our mentors to use both mentoring and coaching skills interchangeably to provide the best possible support to mentees.

Under the revised scheme, **Branch staff undertake the mentor/mentee matching process**, and pair people up to work with one another for **six mentoring sessions over a period of up to a year**.

Purpose of our Scheme

- To articulate the benefits of mentoring and coaching to potential mentors and mentees.
- To run a mentoring & coaching service for branch members whatever stage they're at in their career.
- To assist mentors to develop the mentoring and coaching skills they need to be effective.
- To provide a matching service and offer on-going support to all participants and CPD for mentors.

Thinking about working with a mentor?

Anyone at any level in their HR career from recent graduate/first role through to Department Head or Director can benefit from a mentor. Here are just some examples of when mentoring can be helpful:

- Preparing and positioning yourself for a more senior role.
- Seeking or making a cross-discipline or cross-sector move.
- Taking on different or more senior responsibilities that call on new skills.
- Re-entering the workplace after a career break.
- Wanting to work on and develop a particular aspect of your workplace skills.

How do you know when the time is right to work with a mentor? When you have a clear goal for the personal change you want to make or the work transition you want to achieve **and you're ready to commit to taking action and/or bringing about the personal change**. A mentor can absolutely help with this, but they can't do it for you.

Interested in becoming a mentor?

You don't have to hold a senior role to be a mentor or have already mentored someone. Anyone who has experience from the world of work and HR (at Associate Member level or above) and a demonstrable passion for and commitment to helping others develop has the potential to become a great mentor. Initial training is provided by the Branch so you can familiarise yourself with the approaches & skills that will enable you to mentor to a good standard. And development support for mentors will also be available throughout the year via a mix of follow-up calls, shared materials and at least one annual CPD event. As well as the fulfilment that can come from enabling others to develop and grow, mentoring is a great opportunity to develop valuable coaching skills and to broaden your insights through working with a range of people from different jobs and environments.

Scheme Timetable & Key Dates

Under our new *Mentoring & Coaching Scheme* we have an annual window for mentee and mentor applications, The key dates for 2023/24 are as follows:

- The window for applications is open between Monday 4th September and Friday 20th October 2023.
- During September & October we will be holding some '*Introduction to the Mentoring & Coaching Scheme*' events on-line. These are a great opportunity to meet the scheme lead, ask questions and work out whether mentoring is right for you at the present time. You can book your spot (from July onwards) by visiting West Yorkshire CIPD's Eventbrite page: <https://www.eventbrite.co.uk/o/cipd-west-yorkshire-branch-7903247163> .
- Mentor-Mentee matching takes place in early November with confirmation of matches w/e 10 November.
- A briefing event for existing mentors takes place mid-November; date tbc.
- New mentor training (half-day) will take place Friday 1 December 09:30 – 13:30.
- Mentee induction with a choice of two event dates will take place in late November as follows:
 - Wednesday 22 November 18:00 – 19:15
 - Tuesday 28 November 18:00 – 19:15
- Paired mentors and mentees will be connected with one another by email introduction at the beginning of December so mentoring can get underway in January 2024.

Looking to join the Scheme as a mentee?

If you're looking to work with a mentor here's what you need to do:

- ❖ Confirm (via the application form) that you are current professional member of the Institute.
- ❖ Book (via Eventbrite) to attend one of the online 'scheme introduction' events in September or October.
- ❖ Complete the application form available via the Branch website not later than Friday 20 October.
- ❖ If successfully matched with a mentor*, attend an online induction event on either 22/11 or 28/11.

* Mentors are volunteers and making suitable mentor/mentee matches depends on their availability & profiles. Whilst every effort will be made to match you, no guarantees are made in this respect. Matches will be confirmed on/around 10 November.

Looking to join the Scheme as a mentor?

To join the Branch register of mentors you will need to:

- ❖ Be a current professional member of the Institute at Associate level or above.
- ❖ Understand that mentoring is done on a purely voluntary basis and no recompense is made by the Branch of the CIPD for any expenses incurred.
- ❖ Give a commitment to participate in the scheme for a minimum of two years and to continuously develop your mentoring and coaching skills.
- ❖ Complete the Mentor Profile/Application form (available via the Branch website).
- ❖ Attend initial Branch training (new mentors only).
- ❖ Make every effort to attend Branch CPD events for your own learning and to share your experiences with those starting out as new mentors.

For further information: Please contact our Mentoring & Coaching Scheme Lead, Sally Learoyd, by email at: Sally.Learoyd@cipdbranch.co.uk or by phone on: 07912 521164.