



NZISM



New Zealand Institute of Safety Management

MENTORING PROCESS MANUAL

What is Mentoring?

Mentoring is a learning relationship designed to help individuals develop their potential. It involves the sharing of skills, knowledge and expertise between a mentor and a mentee through developmental conversations, sharing experiences and role modelling.

Benefits for Mentees:

- Professional development, career direction.
- Acquisition of new technical, interpersonal or management skills.
- Increased personal confidence in the work setting.
- Key information on the culture and inner workings of organisations.
- Development of a relationship with a person who can be a role model and sounding board to give feedback on ideas and career plans.
- Development of new professional contacts.
- Exposure to new ideas, technologies, and perspectives.
- Organisational support, increased performance.

Benefits for Mentors:

- Development of new professional contacts (networking).
- Exposure to new ideas, technologies, perspectives through interaction with mentees.
- Improvement of guidance and coaching skills.
- Enhanced reputation
- Sense of accomplishment
- Personal growth
- Increased knowledge and experiences
- Broadened perspective
- Job enrichment

What Does a Mentor Do?

A mentor is a role model who helps facilitate and foster the development of a mentee through teaching, coaching, guiding, and championing.

- Helps the mentee to develop technical skills, transferable skills such as communication, leadership, motivation, organisation, as well as information about the wider OHS ecosystem in NZ
- A mentor coaches through comments, support, encouragement, and feedback about the skills, talents, behaviour, and career of the mentee.
- Provides advice on how to confront difficult situations at work, ways to advance, approaches to improving professional skills.
- Assists the mentee with networking, introducing them to other safety practitioners
- Assists the mentee to achieve Accreditation and create CPD development plans

Mentor Skills and Qualifications

To be a Mentor in the NZISM Mentoring Programme, you need to be an Accredited Member.

Critical mentoring skills include:

- Being a good listener and knowing how to give effective feedback.
- Knowing how to help with goal setting and planning.
- Knowing when and when not to give advice.
- Having the ability to instill confidence and motivate people.

What Makes a Good Mentor?

A good Mentor will display the skills listed below and many more. In addition, as NZISM members they will have a good background in safety management.

A good Mentor:

- Will care about others and treats everyone with respect.
- Is tolerant, non-judgmental, and accepts personal differences.
- Is confident and secure with self.
- Is able to establish a comfortable environment for discussions.
- Enjoys watching a mentee develop.
- Demonstrates sensitivity to mentee's needs.
- Trusts others and can be trusted.

Duration of the Mentoring Relationship

The term of an NZISM Mentoring relationship is expected to be between 12-18 months however a shorter term can be negotiated depending on the needs of the Mentee. This time frame will be established at the first meeting and should be included in the Mentoring Agreement. At the end of this term both parties will be asked to complete review forms.

NZISM Mentor/Mentee Application Process

To apply for a NZISM Mentor or become a Mentor, all applicants complete the [Mentor/Mentee Application](#) form on the NZISM website. All NZISM Mentors and Mentees must act in accordance with the [NZISM Code of Ethics](#) at all times. If you are not familiar with this Code, you should take time to read it online.

Starting the Mentoring Relationship

If your application as a mentor or mentee is approved, you will be paired up with an appropriate mentor/mentee. In the first meeting, both parties should review the NZISM Mentoring Agreement (supplied by the Mentoring Administrator) and after discussion guided by the Mentor, fill in the Purpose/Aim section of the document with the intended goals of the mentoring relationship.

Duration of the Mentoring Relationship

The initial term can be between 12 to 18 months OR however long the Mentee requires that is agreeable to both parties. At the end of this term both parties must complete the Mentor and Mentee review forms and submit them to mentoring@nzism.org. Once the formal NZISM Mentoring relationship ends, mentors and mentees can informally continue the mentoring relationship for however long is required.

Terminating the Mentoring Relationship

The Mentor/Mentee relationship is based on open and transparent dialogue and communication. Should the mentor/mentee relationship not proceed to either the Mentor or the Mentee's expectation, either party may terminate.

Should either party feel they are not benefitting from the mentoring relationship, or have any concerns, either party is free to request a reassignment or termination, within reason, by emailing mentoring@nzism.org

NZISM Mentoring Guidelines

1. Entering mentoring relationships is voluntary.
2. Either party has the right to withdraw from the mentoring contract if, after genuinely trying, the relationship is not satisfactory.
3. While often the mentor will have more experience of life or an aspect of work, the relationship is one of partners who jointly make decisions.
4. Meetings should be held in a quiet environment where both parties feel they can speak freely without being overheard.
5. Initial meetings should be long enough and paced so as to allow the two people to get to know and feel comfortable with each other.
6. Information shared in mentoring meetings is subject to standard rules of professional confidence. See the NZISM Code of Ethics for further information on expectations and rules around confidentiality.
7. Any notes made about mentoring meetings should be kept in confidence.
8. Meeting commitments made should be honoured. If meetings are cancelled or delayed adequate warning of non-availability or delay should be given. A postponed meeting should be re-booked promptly.
9. Either party has the right to ask for a review of how the mentoring is progressing or for agreements or plans made at an earlier stage to be reviewed.
10. If either party feels that they are unclear about what the current status of the mentoring is, that party should seek to clarify the views and wishes of the other party.
11. Mentees should not expect mentors to deal with long standing issues or major emotional events that are more properly the province of professional counsellors and psychotherapists.
12. Mentors should recognise their limitations and avoid working with the mentee in ways that exceed those limitations.
13. Should a mentor sense there is a conflict of interest between the mentoring and any other role, the mentor should make this conflict known to the mentee as soon as is practicable. They must also inform NZISM.
14. Mentors must not exploit mentees in any way
15. Notice to end the mentoring should allow for at least one meeting where a final review and proper closure can take place.
16. Both parties accept that mentoring is for a limited period and that it is entirely optional as to whether any other form of relationship takes place after the mentoring.
17. Where mentors agree to meet for a face-to-face session, this meeting should be arranged to take place in a public place. Mentors should not meet mentee's in a place where they will be on their own. Public places may be libraries, Branch event meeting places, hotel lobbies or cafes, general offices.