



# IRISH SPORTS COUNCIL

*“Career Mentoring Scheme for Sport”*

Mentee’s Guide

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### What is Career Mentoring?

Career Mentoring is an effective method of enabling individuals within a chosen sector to work together as part of a mutually beneficial relationship. In simple terms, mentoring is a partnership between a more experienced person (the mentor) and someone who is less experienced (the mentee). Mentors encourage mentees to seek advice and information about their career direction and employment goals, while the mentor in turn, shares industry skills, experiences and insights.

#### The programme aims to provide:

- Access to a support system for individuals during critical stages of their career development.
- An opportunity for the development of the skills and self confidence of a mentee.
- An opportunity for individuals to build personal and professional networks.

#### When does the programme run?

The programme will begin in early 2012 and will initially run for a one-year period. The programme will then be reviewed and consideration will be given to an extension of the scheme.

### Who can become involved?

The programme is open to employees and volunteer board or subcommittee members within sporting bodies.

In addition, applications are welcome from ex employees/ volunteer board or sub committee members of the sporting sector including retired individuals.

#### How do I become involved?

Applications to become a mentee must be made by submitting the required information contained in the following link:

<http://www.surveymonkey.com/s/JH58SBP>

#### Benefits to becoming a Mentee:

You are likely to:

- Gain access to a support system during critical stages in your career.
- Gain a fresh perspective on navigating your career.
- Enhance your communication and interpersonal skills.
- Broaden your knowledge of the career options open to you.

### What makes an effective mentee?

The characteristics of an effective mentee include:

- A strong desire and willingness to learn new skills and abilities.
- A willingness to invest time and effort into the mentoring relationship and fulfill the agreed commitments.
- The ability to receive advice and constructive feedback coupled with a commitment to self development.



### Mentee Responsibilities:

- Complete the Mentoring Action Plan in conjunction with the mentor.
- Fulfill commitments as agreed, and advise the mentor of any changes that may be required.
- Agree on a regular, mutually convenient contact arrangement.
- Maintain confidentiality and personal boundaries at all times.
- Be receptive to feedback and suggestions from the mentor.
- Ask questions, and explore their own strengths and weaknesses.
- At regular intervals check the effectiveness of the mentoring relationship, to ensure total commitment by both parties.
- Contact the Mentoring Facilitator if any concerns should arise.

### Expected time commitment:

The amount of time required is not excessive and usually involves some degree of email and telephone contact combined with a few face to face meetings.

At a minimum, mentees are expected to:

- Attend an introductory training workshop.
- Attend the launch function to meet their mentors and other mentees.
- After the launch function, meet face-to-face at least three times over the duration of the programme.
- Maintain monthly telephone and/or email contact.
- Complete and submit an end of programme evaluation form.

It may be possible to extend the mentoring relationship provided the continuance of the scheme and the willingness of both parties to do so.

**NB: Applicants should be aware that there will be no financial cost to participating in this scheme.**

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