Mentoring process

1.3 Request a Mentor

for

IT Community Development Project

V 1.0

Date of issue: 13/10/2016

Document authorisation

This document requires the following approvals

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Authorisation*</th>
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<th>Version</th>
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<tbody>
<tr>
<td>Ed Webster</td>
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<tr>
<td>Marina Aldridge</td>
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<tr>
<td>Danielle Attridge</td>
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<td>HR</td>
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Amendment history

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<td></td>
<td>Request a Mentor</td>
<td>You may request a mentor when you are looking to:</td>
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<td></td>
<td></td>
<td>- Gain valuable advice</td>
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<td></td>
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<td>- Develop your knowledge</td>
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<td>- Change/achieve goals more quickly</td>
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<td></td>
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<td>- Build network of expertise to draw on</td>
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<td>- Improve communication skills</td>
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<td>- Learn new perspectives</td>
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<td>- Advance career prospects</td>
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<td>1.</td>
<td>Identify your needs</td>
<td>Ask yourself the following questions in order to identify your needs:</td>
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<td>- Are there new areas you would like to develop in?</td>
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<td>- What new skills you would like to gain?</td>
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<td>- Are you interested in developing management or leadership skills?</td>
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<td>- Are you interested in talking through ways of managing certain cases/situations, i.e. relationship management?</td>
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<td>- Are you looking for collaboration / a sounding board?</td>
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<td>2.</td>
<td>How to request a mentor?</td>
<td>There are two ways of requesting a mentor:</td>
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<td>- Raise it with line manager which could be part of your annual appraisal/staff review</td>
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<td>- Look through IT Community Portal and search ‘mentoring programme’</td>
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<td>3.</td>
<td>Request a mentor through mentoring programme</td>
<td>IT Community Portal: you can raise your request online by filling in a form. Please find the link: (ADD LINK TO PORTAL AND FORM)</td>
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<td>The Career Development Manager will get in touch with you and your line manager to confirm mentoring request and agree next steps.</td>
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<td>4.</td>
<td>Discuss mentoring with line manager</td>
<td>You can raise your request for a mentor with your line manager where you can discuss and agree your mentoring needs.</td>
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<td>Your line manager will get in touch with the Career Development Manager to raise your request for a mentor.</td>
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<td>5.</td>
<td>Mentor requested as part of mentoring programme</td>
<td>The Career Development Manager will confirm the request has been registered.</td>
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<td>End of process: Mentor request confirmed</td>
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