

A guide to the AMINZ Mentoring Programme

Share. Learn. Experience. Develop. Connect.

Contents

- About
- The Mentoring Relationship
- Fundamentals of Mentoring
- What are the benefits?
- Becoming a Mentor
- Applying for a Mentor (Becoming a Mentee)
- Additional information

About

Available to all AMINZ members, the Mentoring Programme provides the ideal platform and network infrastructure for aspiring, new and seasoned dispute practitioners to connect, share, learn and develop.

Better yet, it's a part of your AMINZ membership. There is no additional cost for participating in the programme.

Mentoring provides fantastic benefits for both sides of the mentoring relationship. It offers different perspectives, reduces isolation in the profession, provides valuable CPD opportunities, and ensures the dispute resolution sector in Aotearoa continues to grow.

The programme is administered by the Mentoring Committee and the Administration Manager.

If you have any questions, please get in touch at membership@aminz.org.nz

Guides, checklists and resources can be found on the AMINZ website. Be sure to keep checking back and utilise any of these before and throughout the duration of your mentorship.





Becoming a Mentor

Share your wealth of experience

AMINZ is fortunate to have a membership pool of fantastic practitioners with a wealth of expertise and skills. We (and our future mentees!) greatly value your years of experience in dispute resolution, and becoming a mentor is a fantastic way to pass this on to the next generation of practitioners.

Eligibility

A mentor must be a member of AMINZ. It is important that the member has the appropriate professional knowledge, experience and skills to become a mentor.

The member must be interested in being a mentor and passionate about the programme and be prepared to commit valuable time and energy to the mentee.

Previous mentoring experience is not a prerequisite.

Being a great mentor

Great mentors share knowledge, experience and act as a guide and wise counsel to a mentee. It is not meant to be a burden or take up unreasonable amounts of time.

Great mentors listen, reflect, summarise and act as a mirror for their mentee – they may help their mentee to approach an issue from a different angle or provide them with knowledge or resources that can allow them to develop their thinking about the profession and career pathways within it.

The highest level of professional conduct is expected between the parties. Respect, honesty and professionalism is expected throughout the duration of the programme.

If you are not sure if you will make a good mentor or have questions, please contact the General Manager on institute@aminz.org.nz



| The Mentoring Relationship

Like any professional relationship, developing a successful mentoring relationship requires commitment, enthusiasm and a sense of common purpose.

Maintaining the relationship requires trust, respect, confidentiality, commitment, and a willingness to challenge and be challenged.

Some mentors and mentees meet weekly. Others meet monthly or even less frequently. Each relationship is different. It's important that communication norms and meeting expectations are established from the outset.

Key attributes of a strong mentoring relationship include:

- Trust
- Agreement on the aim of the mentoring relationship, including clear goals
- Agreement on suitable meeting arrangements and number of meetings
- Discuss the anticipated duration of the mentoring relationship
- Open communication
- Maintaining contact as agreed
- Openness and honesty
- Maintaining confidentiality in all discussions
- Clear standards and expectations
- Assessing performance against set goals



Fundamentals of Mentorship

Confidentiality

Confidentiality is a key component of any mentoring arrangement and must be protected. Both parties will respect the information shared and exercise the highest level of confidentiality. Where necessary non-disclosure agreements may be signed.

Respect

A mutually respectful relationship will ensure the mentoring relationship is an engaging and productive experience for participants.

Disagreement may occur throughout the relationship. Keeping things respectful will help to ensure a situation does not escalate, thereby contributing to a successful mentoring relationship. Be sure to discuss and agree upon objectives at the beginning

Diversity, Inclusion & Equality

Respect for different cultural backgrounds, types of practice, age, gender, values and ways of thinking ought to be respected throughout the mentoring process. Open and respectful dialogue is vital!

Conflict of Interest

Mentors and mentees must be aware of, and openly communicate, any potential conflicts of interest that may arise during the mentoring process. Any potential conflict shall be addressed and disclosed promptly to affected parties so that they may be resolved.

In addition: Mentors and mentees entering the mentoring programme must not seek to obtain any personal, financial or otherwise (benefits) from the relationship. If there is a matter giving rise to the potential for a conflict of interest, and this cannot be resolved effectively, the relationship should terminate.

“ **A great mentor isn't one that solves your problems but one that provides perspective based on their experiences and encourages exploring various solutions.** ”





What are the benefits?

Research findings over the last 25 years demonstrate positive outcomes for career success and satisfaction for both mentors and mentees.

Mentors

Some potential benefits as a mentor:

Mentees

Some potential benefits as a mentee:

Satisfaction in serving altruistically and supporting the development of others	Increased professional self-confidence and self-awareness
Satisfaction of being able to transfer skills and knowledge accumulated through extensive professional practice	Accessing mentor's accumulated knowledge and expertise, and obtaining a role model
Increased enthusiasm and self esteem	A sounding board for new ideas and/or working through challenges
Opportunity to enhance mentoring, coaching and communication skills	Gaining insight into norms and culture of the industry and learning more about how things work
Opportunity to re-examine own practices, attitudes and values	Heightened work and personal satisfaction, and a reduced feeling of isolation
An expanded network of colleagues	New insights into own behaviour and practices
Learning from the mentee's experience and knowledge	Enhanced career development opportunities
CPD points	CPD points
Professional recognition for skills and expertise while gaining fresh perspectives and opportunity for staying abreast with emerging issues	Encouragement, support, different perspectives and constructive feedback

The role of the mentor

The mentoring relationship should be both supportive and encouraging of the mentee's development. However, mentors are not expected to solve the mentee's problems.

The mentee should be encouraged to discover solutions to the problems themselves under the guidance and support of the mentor. The mentor is someone who can provide a helpful "sounding board" for the mentee in advancing their professional development.

- Committing to and making time for the mentoring relationship
- A willingness to impart formal and informal knowledge
- Encouraging development
- Sharing honest and objective guidance
- Being approachable and friendly
- Making suggestions without being prescriptive
- Active listening
- Sharing stories
- Identifying and exploring problems
- Appreciating differences and demonstrating respect when beliefs, attitudes and value differ from your own.
- Assisting in clarifying the mentee's goals and development needs and providing direction

Signing up

Complete the Mentor Application Form found online here. The Mentoring Committee will approve the mentoring application at its discretion.

Mentors will need to have an up-to-date 'Find a Professional' listing on the AMINZ website. If you require assistance with this, please contact institute@aminz.org.nz.

APPLY HERE.





Becoming a Mentee

Connect with senior AMINZ members

Having a sounding board and support from a senior AMINZ member is a fantastic way to build confidence and expand your insights as you gain experience in the sector.

Getting started

Before finding a mentor, it is very important to think about your development needs. What do you want to achieve through the mentoring relationship?

- Career development
- Development of specific skills
- Research
- Expanding networks
- Enhancing work life integration
- Understanding organisational culture
- Increasing work and personal satisfaction
- Something else?

Once you have clarified what you want to achieve, consider how a mentoring relationship might help you achieve this. There are likely to be many ways a mentor could help you, but by considering this question you can identify what is most important to your current situation and ambitions.

Here are some things that you might want to include in your application regarding why you would like a mentor:

- Expert knowledge in my specialist area
- A sounding board for my ideas
- Motivation to stretch myself
- Help clarifying my direction
- To learn skills, I need to build to help me improve
- Someone who'll believe in me, and help me stick to my chosen path
- Inspiration to do my very best
- Validation that I'm heading in the right direction and choosing the right approach
- Sponsorship: someone who'll open doors and help me network with other people in my field

Eligibility

To become a mentee, you must be a member of AMINZ and be enthusiastic about the programme and the benefits it provides.

A great mentee plays a key role in driving and developing a successful mentoring partnership. Great mentees are prepared to put time into the partnership, follow-up on agreed actions and give feedback to help their mentor help them.

Remember, not all mentoring is one way. Reverse mentoring is an opportunity for the mentee to help or support the mentor in an area where a mentee has valuable knowledge or experience to share.

Signing up

Complete the Mentee Application Form found online [here](#).

If you would like to request a particular mentor, be sure to also look at who currently is offering mentorship under the 'Find a Professional' listing on the AMINZ website.

The Mentoring Committee will approve the mentoring application at its discretion. If you put in a request for a particular mentor and your first-choice mentor is not available for any reason, the next on the list will be contacted. It is up to the potential mentor(s) to decide whether to accept any request made to them. If none of the mentors are available, the General Manager will contact you to discuss further.

Once the mentor has consented, contact details will be forwarded to the mentee whose responsibility it is to make contact with the mentor and establish the relationship. Both parties are responsible for the relationship's continuation and its conclusion.

APPLY HERE.

Driving the mentoring relationship: it's up to you

To become a mentee, you must be a member of AMINZ and be enthusiastic about the programme and the benefits it provides. A great mentee plays a key role in driving and developing a successful mentoring partnership. Great mentees are prepared to put time into the partnership, follow-up on agreed actions and give feedback to help their mentor help them. Remember, not all mentoring is one way.

Reverse mentoring is an opportunity for the mentee to help or support the mentor in an area where a mentee has valuable knowledge or experience to share.

