

## Chancery Bar Association Mentoring Scheme

### A brief guide to mentoring

#### How mentoring works

The Mentor helps another person become what the person aspires to be and to realise his or her potential by:

- passing on knowledge and/or skills
- acting as a sounding board
- showing that person the ropes – and helping them climb them
- giving support and signposting the right direction
- helping to put learning into practice
- talking about their career
- being their champion

*all underpinned with a high degree of trust and mutual regard*

#### Role model mentoring

- Role model mentoring is a confidential, one-on-one mentoring relationship, based on the mentee's objectives, with regular communication between both parties
- The mentor is generally more experienced than the mentee, and often practises in the same or a similar field

#### Benefits to a Mentee

- Improved self-confidence and self-esteem
- Increased motivation
- Clearer understanding of career opportunities
- Support in managing relationships in the workplace
- Development of professional skills
- Reduced feelings of isolation
- Broadening of horizons and experience
- Raised career achievements and expectations

#### Benefits to a Mentor

- The enjoyment of a rewarding challenge
- Making a contribution, individually and professionally
- Feeling valued as a role model
- Refreshing and validating their own experiences
- Gaining other perspectives

#### Responsibilities of a Mentee

- Be clear about expectations
- Define the key issues
- Drive the mentoring relationship
- Take responsible for arranging meetings and the agenda for them
- Be ready to challenge
- Recognise your obligations

- Always show respect, good humour and openness

### Responsibilities of a Mentor

- Provide guidance based on experience
- Create a positive climate for open communication
- Help identify problems and guide towards solutions
- Offer constructive criticism in a supportive way
- Be careful to not do their job for them
- Solicit feedback.

### The Application Process

Members of the Association who are interested in being mentors should complete a [Mentor Application Form](#), available on the Association's website. The form asks about your professional background, skills and professional experience. The more information you can provide us with, the more likely we are to be able to match you well.

Members of the Association who wish to apply to be matched with a mentor should complete a [Mentee Application Form](#), also available on the Association's website. In addition to providing details of your professional background, there is an opportunity to identify any particular issues that you seek to address through the Scheme.

If a Mentee wishes his or her form to be anonymised for the purposes of the matching process, or not disclosed to a particular member of the Matching Panel, this should be stated in a covering note to the Administrator when returning the form. No reasons need be given.

Mentor and Mentee forms should be sent to the ChBA Administrator:

Francesca Compton  
 Administrator, Chancery Bar Association  
 Flat 46  
 4 Grand Avenue  
 Hove  
 BN3 2LE  
 Email: [admin@chba.org.uk](mailto:admin@chba.org.uk)

Matching of mentors and mentees takes place on a termly basis, and the deadline for completing the forms will be advertised through the weekly e-newsletter.

### The Matching Process

The matching process is carried out by a small panel of Association members (the Matching Panel), who are currently as follows:

Joanne Wicks QC (Chair)  
 Janet Bignell  
 John Machell QC  
 Mark Mullen.

When the Matching Panel has identified a possible Mentor, the Administrator will contact the Mentee for permission to give out the Mentee's contact details to the prospective Mentor. If the Mentee agrees, the Administrator will then provide both the Mentor and the Mentee with contact details and they will be asked to make contact with each other. If the Mentee does not agree, the Administrator will, if the Mentee wishes, refer the form back to the Matching Panel for a further Mentor to be identified.

The information on the forms is kept confidential and is held by the Chair of the Matching Panel, although Mentee forms will be destroyed once a Mentee is matched with a Mentor, if the Mentee so requests.

### Getting the Mentoring Relationship Started

We would suggest that at an initial meeting, the Mentor and Mentee should agree some ground rules about the mentoring relationship. For example:

- the place and frequency of meetings
- confidentiality: generally the information shared by Mentee and Mentor will be confidential. Is the Mentee content that the fact of the mentoring relationship is known to others? Are there other confidentiality issues to consider?
- boundaries: discuss any other issues (e.g. the Mentor may only enquire into the Mentee's private life by invitation)

It is also important to discuss the timescale and purpose of the mentoring relationship. It is not necessary for the mentoring relationship to last indefinitely: it is usually better to agree that it should last for a fixed period, e.g. a year, in the first place, to be extended if both parties consider it would be useful.

Agree:

- the Mentee's needs and career aspirations
- broad outcomes
- approximate timescale of the mentoring relationship.

At the end of this Guide, there is a checklist for Mentors and Mentees to use at the outset of the relationship to help set the parameters.

### Stages of a mentoring relationship

Mentoring starts by building a rapport: creating the right environment, demonstrating interest in the other person and developing a common sense of purpose.

Mentoring should be purposeful, not aimless. Try to set goals to achieve: be realistic about this!

As the mentoring relationship progresses, you can examine any specific issues/incidents as they arise and review how they have been handled and what has been learnt along the way. The Mentor can help the Mentee plan their future action and share in their successes and failures.

There will come a time when the Mentee is ready to be independent of the Mentor, and both should recognise this. Discuss openly when and how the Mentee should move on. Celebrate the success of bringing the mentoring relationship to an end, with the Mentee ready for the next phase of their career.

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## Checklist for the Start of a Mentoring Relationship

Have you done the following?

- Exchanged contact details and agreed contact preferences (e.g. email)
- Agreed how often you will aim to meet or talk (e.g. once a month)
- Agreed who will be responsible for arranging meetings & the agenda for them (e.g. the Mentee)– can be face-to-face or by telephone
- Agreed where and when you will next meet
- Discussed confidentiality
- Discussed any other boundaries/limits or preferences the Mentee has about the mentoring relationship
- Discussed what the Mentee is particularly looking to get out of the mentoring relationship
- Set goals for what you hope to achieve through the mentoring relationship
- Agreed an initial timescale for the mentoring relationship, subject to review
- Agreed a “no fault divorce” clause – that either party can terminate the mentoring relationship, without giving reasons or allocating blame, if they feel it is not working/useful