

# **Association of Regulatory and Disciplinary Lawyers**

## **Mentoring Scheme**

### **Expectations/Guidance for Mentors and Mentees**

#### **Purpose of the Mentoring Scheme**

The purpose of the Mentoring Scheme is to facilitate the connection and development of the 'Junior' members of our Association.

The Mentoring Scheme is voluntary, impartial and confidential.

Mentees shall benefit from receiving mentoring/guidance/support from an allocated Mentor, practising within regulatory and disciplinary law.

The Mentoring Scheme may assist Mentors to complement/advance their own career, for instance in building and developing skills in regards to working and communicating with others, assimilating and clarifying information, and developing leadership skills.

ARDL shall seek, in due course, nominations for 'Mentor of the Year', to be awarded at ARDL's Annual Dinner.

#### **ARDL's Role**

ARDL's role is solely limited to the introduction and facilitation of the Mentoring Scheme.

#### **Criteria**

To be eligible for the Mentoring Scheme, Mentees are required to be members of ARDL, and between 0-10 years PQE.

Mentors are also required to be members of ARDL, and of at least 10 years PQE. It is recommended that Mentors have some prior mentoring experience, in order to participate in the Mentoring Scheme.

#### **Application**

ARDL members who are interested in participating in the Mentoring Scheme, either as Mentees or Mentors, shall apply by email to: [Joanne.Harrison@carson-mcdowell.com](mailto:Joanne.Harrison@carson-mcdowell.com)

When applying, applicants must specify the following details:

- Whether the applicant wishes to apply to the Mentoring Scheme as a Mentee/Mentor;
- The applicant's level / PQE;

- The applicant's practice area;
- Where the applicant is located.

Participation in the Mentoring Scheme will be subject to fulfilling the above criteria, as well as numbers/availability/location of Mentees / Mentors.

### **Allocation**

Mentees and Mentors shall apply to participate in the Mentoring Scheme, and agree to commit the time to communicate regularly. Mentees shall be allocated to Mentors by ARDL, taking into consideration the participants' location and areas of practice.

### **Logistics of the Mentoring Scheme**

#### **Duration of Relationship**

The duration of the Mentor/Mentee relationship will be for a period of 12 months, from the commencement date of the Mentoring Scheme. If the Mentee and Mentor wish to continue the relationship beyond this period, they can do so.

#### **Frequency of Mentoring Discussions**

The frequency of mentoring discussions will be agreed between the Mentor and Mentee at the initial mentoring discussion. It is recommended that mentoring discussions take place at least every three months.

#### **Meeting locations**

The Mentor and Mentee should discuss and agree, at the commencement of the relationship, how they wish to work together i.e. for meetings to be held face-to-face, via telephone, skype, email or video conferencing.

It is recommended that at least one mentoring discussion is conducted face-to-face, if possible.

### **Guidelines for Mentors**

- The Mentor is expected to set the ground rules of the relationship at the outset and manage the expectations of the mentee in relation to:
  - confidentiality;
  - level and method of communication;
  - objectives.
- Mentors are not expected to offer work experience, formal advice or offers of recruitment;
- The relationship between Mentor and Mentee is confidential and should be treated as such at all times;

- The role of the Mentor is to provide general guidance/mentoring in regards to career progression/development and support, for example, reviewing CVs, interview preparation, advice on expanding Mentee's network etc;
- Commit the time required to prepare for and attend/carry out mentoring discussions with the mentee, based on a frequency, as agreed;
- Create a supportive environment for the Mentee, by offering constructive feedback and providing suitable advice;
- Be open and honest with your Mentee regarding any concerns you may have about the relationship. The relationship can be terminated at any time by the Mentee or Mentor.

### Guidelines for Mentees

- Respect the ground rules set down by the Mentor in relation to level and method of communication and attendance at mentoring discussions;
- The relationship between Mentor and Mentee is confidential, and should be treated as such as all times;
- Respect the confidentiality of your firm/organisation/clients during your mentoring discussions;
- Take the initiative in the relationship by suggesting topics to discuss in advance of mentoring discussions;
- Recognise that any guidance and advice should be treated as such, and you are not compelled to follow any advice provided to you;
- Be open and honest with your Mentor with any concerns you have regarding the relationship. The relationship can be terminated at any time by the Mentee or Mentor.