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| Description: Approved shield 25mm | Mentoring application and agreement |

This application and agreement is in three parts:

* part 1 is to gather some information about you and your requirements of a mentoring relationship, this will help us to match you to a mentor;
* part 2 clarifies the terms of your mentoring arrangement by outlining the commitment and expectations, both yours and those of your mentor; and
* part 3 is a formal agreement between you and your mentor. This should be signed at the first face-to-face session with your mentor.

Please complete parts 1 and 2 and return with a copy of your current CV to simon.alsop@icaew.com

**Part 1: Mentoring application form**

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| --- | --- |
|  |  |
| Full name: |  |
| ICAEW member number: | Years qualified: |
| Current job title: |  |
| Tel: | Email: |
| \*Please provide the telephone number and email where you would rather be contacted by your mentor |
| Have you been mentored before? | Yes/No |

How would you describe your ideal mentor?

Please list up to three key objectives you wish to achieve over the duration of the programme, and particular sectors or areas of business that interest you in your career development.

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| --- | --- | --- | --- | --- | --- |
| **To what extent would you like to develop the following skills?** | **Not at all** | **Somewhat** | **Low priority** | **Important** | **High priority** |
| Communication |  |  |  |  |  |
| Business awareness |  |  |  |  |  |
| Client focus |  |  |  |  |  |
| Collaboration |  |  |  |  |  |
| Conflict management |  |  |  |  |  |
| Dealing with change |  |  |  |  |  |
| Decision making |  |  |  |  |  |
| Ethics |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Listening |  |  |  |  |  |
| Negotiations |  |  |  |  |  |
| Networking |  |  |  |  |  |
| Self-development |  |  |  |  |  |
| Time management |  |  |  |  |  |
| Technical finance or accounting Issues (please specify below) |  |  |  |  |  |
| Other operations issues (please specify below) |  |  |  |  |  |

If you have identified technical finance and accounting issues or other operational issues please give more detail below:

What are your interests outside of work?

**Part 2: Mutual commitment and expectations**

Mentoring is a process dedicated to your professional and personal development. To make this experience successful and valuable to both you and your mentor, it is important to use the first session to clarify processes, your expectations and goals – these can be reviewed at any time during the process. Time invested at the first meeting will pay long-term dividends.

You can expect your mentor to:

* maintain absolute confidentiality
* listen without judging
* remain uncritical of your views
* act as a personal sounding board
* help you maintain your motivation for change
* offer both support and challenge
* help you set viable yet stretching goals
* share honest feedback as to how **they** experience you.

Your mentor expects you to:

* be punctual for appointments. Your punctuality will be viewed by your mentor as a direct indication of how you have prioritised your goals – prepare to be challenged
* be committed to achieving your goals
* stick to the agreed programme and meeting intervals. Missing or postponing sessions often means momentum is lost
* be open and honest
* be courageous and willing to change and try new things/tasks
* report back on the success or failure of new activities.

Mentoring should be challenging and stretching. Don’t expect it to feel comfortable all of the time! A mentoring session shouldn’t be just a question and answer session, with the mentor answering your questions.

**Confidentiality**

All conversations, information shared and records kept are between you and your mentor and are totally confidential and will not be disclosed to any person without your explicit consent.

**What if something goes wrong such as personality difficulties?**

If you feel your mentoring relationship is not working, you must address any concerns directly with your mentor in the first instance. If this does not resolve the situation you or your mentor should contact ICAEW.

**Number and frequency of meetings**

The number and frequency of meetings should be agreed between you and your mentor, and be sufficient to achieve the agreed objectives. The length of the meetings will depend both on whether they are face-to-face or virtual, and on the nature of the issues. You may wish to schedule a preliminary phone call, prior to the first session, to ensure that there is clear understanding between you and your mentor about the objectives and approach to your mentoring. The first session will include discussing and signing the mentoring agreement (below) and should always be face-to-face.

**Who initiates the meetings?**

You should drive the agenda. It is up to you to make the first contact with the mentor and to organise the first and future meetings. Should it be necessary to cancel or reschedule a session, we ask that you provide a minimum of 48 hours’ notice. Any contact outside of and between the formal mentoring sessions is by agreement between you and your mentor. Normally such contact is not required but sometimes it can be useful.