

CallaghanInnovation

BUSINESSTECHNOLOGYSUCCESS

Mentoring Pilot

Mentor Brief

The Why

- At Callaghan Innovation people are critical to our success
- The Women in Leadership Network is a network designed to support development and build leadership capabilities, form connections with peers and bring about positive change at Callaghan Innovation
- Mentors can help! Behind every successful person is a mentor who has helped them along the way
- You get out what you put in. Through mentoring others you are creating self knowledge and self direction

The Mentor/Mentee Relationship

- Mentoring is a great personal development tool to help people progress their careers, to gain confidence and leadership skills
- It is a partnership between two people generally working in a similar field but has no reporting requirements
- The partnership sits outside the organisational structure and does not replace the relationship with the mentee's line manager

Mentoring Compared with Coaching

Mentoring	Coaching
Mentoring is about the expertise and wisdom of the mentor	Coaching is about the expertise and wisdom of the mentee
Mentors are usually experienced professionals with broad knowledge of the organisation, policies and culture	A coach can be anyone – a peer, boss or direct report
Mentors guide and teach mentees	Coaching is supporting the mentee to explore and develop themselves
Mentors generally provide lots of advice and opinions about strategies	Coaching is about evoking answers from the individual

Mentoring at Callaghan Innovation

- To support early-mid stage career
- We currently have 20 mentors and 18 mentees
- There is a skill focus and a career focus

3-6 Month Programme

- > Time commitment – 1 hour a fortnight as minimum
- > Theme each session so you have a focus (agree these in advance with your mentee – but be flexible to change)
- > Conversation prompts available from WLN e.g. what do people see as your strengths? What do you see as your strengths?
- > Follow up after each session, set aside time to reflect and plan the next session

Example Areas of Focus

- > People Leadership
- > Technical Leadership
- > Project Management
- > Career Planning
- > Negotiation
- > Advocating for L&D Opportunities
- > Advocacy for Promotion
- > Personal Brand – who you are in the market

Next Steps

- > Contact your mentee and introduce yourself
- > Set up first meeting
- > At the first session
 - > Set expectations and agree on general timing of sessions, confirm the sessions will be around an hour long but might not last this long
 - > Find out a little about the mentee, discuss different topics mentee is interested in focusing on
 - > Provide context that the mentoring is developmental in nature and positive
 - > Emphasize that it will be confidential and non-judgmental

Things to keep in mind

- > Mentees might disclose concerning information or refer to inappropriate behaviour
- > Become familiar with the State Sector Commission Code of Conduct
- > If you perceive a breach refer to Trent or Amanda who will follow up with People and Capability through the appropriate complaint/personal grievance process
- > You are not a counsellor – if you feel the person needs counselling refer them to EAP
- > You are not a surrogate manager – be clear that while you can help with advice around 'managing up' it is not appropriate for you to take the place of their manager in any way

STANDARDS OF INTEGRITY & CONDUCT

A code of conduct issued by the State Services Commissioner
under the State Sector Act 1988, section 57

STATE SERVICES COMMISSION
Te Kaitiaki o Ngā Tari Kāwhiri



WE MUST BE FAIR, IMPARTIAL, RESPONSIBLE & TRUSTWORTHY

The State Services is made up of many organisations with powers to carry out the work of New Zealand's democratically elected governments.

Whether we work in a department or in a Crown entity, we must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything we do.

We must comply with the standards of integrity and conduct set out in this code. As part of complying with this code, our organisations must maintain policies and procedures that are consistent with it.

For further information see
www.ssc.govt.nz/code



newzealand.govt.nz

FAIR

We must:

- treat everyone fairly and with respect
- be professional and responsive
- work to make government services accessible and effective
- strive to make a difference to the well-being of New Zealand and all its people.

IMPARTIAL

We must:

- maintain the political neutrality required to enable us to work with current and future governments
- carry out the functions of our organisation, unaffected by our personal beliefs
- support our organisation to provide robust and unbiased advice
- respect the authority of the government of the day.

RESPONSIBLE

We must:

- act lawfully and objectively
- use our organisation's resources carefully and only for intended purposes
- treat information with care and use it only for proper purposes
- work to improve the performance and efficiency of our organisation.

TRUSTWORTHY

We must:

- be honest
- work to the best of our abilities
- ensure our actions are not affected by our personal interests or relationships
- never misuse our position for personal gain
- decline gifts or benefits that place us under any obligation or perceived influence
- avoid any activities, work or non-work, that may harm the reputation of our organisation or of the State Services.



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Feedback / Evaluation

- > We want the pilot to turn into a business-as-usual program
- > Reflect on each session and the progress overall
- > Provide your feedback on the pilot to WLN committee, including:
 - Areas for improvement
 - Challenges you faced
 - Anything that worked really well

All email correspondence to: WLN@callaghaninnovation.govt.nz