

Application Form

Mentoring Schemes for organisations



Yes, I would like to apply for further information

Please contact me to arrange a discussion of our needs

Please complete your details below and fax back to: **01342 321199**

Personal details (please write clearly in capital letters)

Title First name Surname

Company/organisation

Position

Address

Postcode

Telephone Fax

Mobile

e-mail address

Where did you hear about these schemes? ASME AMEE BMJ Cygnus website

Direct email Mentoring and medicine conference

Other (please state) _____

If you are unable to attend this course there will be another opportunity to attend our September 2005 course.

Please tick this box to register your interest

Cygnus Mentoring & Professional Development

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Ref: MSFO-01



Mentoring schemes
for organisations

Fresh thinking...
...a way forward



Fresh thinking... ...a way forward

The people in any organisation are its greatest asset. If the staff are supported and well motivated there will be a greater sense of wellbeing and productivity and job satisfaction will be greater. The organisation will benefit from being able to recruit and retain more staff.

We live in a constantly changing work environment and the successful management of that change is essential to avoid collapse of the organisation. Mentoring has proved useful to encourage staff to adapt to change and to realise their full potential.

The organisation benefits from an increased openness, better change management and leadership.

A successful mentoring scheme will support professionals in their efforts to maintain high standards in a changing environment. It encourages individuals to reflect creatively on their professional and personal life to create balance and improve communication and teamwork. It provides a confidential relationship to address the issues of continuing education and personal development planning.

Essentials of setting up a scheme

For a scheme to be successful and enduring, five basic components are needed:

- Management which is fully supportive
- Satisfactory agreed funding
- Efficient co-ordination of the process
- Regular and ongoing support of the mentors
- Full evaluation and quality assurance

The stages of a mentoring scheme

Cygnus mentoring can help with establishing your mentoring programme, this usually takes about 3-6 months to establish and recognises several stages:

- Agreeing a mentoring philosophy within the organisation

How mentoring can help your organisation

It is widely recognised that a well-designed appraisal system can improve the morale and motivation of staff. Often, emerging from that process is the need for ongoing support in the development of certain aspects of their lives, either individual or organisational. If their own personal development is considered important and they feel valued by the organisation they will be happier and work more effectively. As a result staff turnover will reduce, mistakes made less often and productivity will be increased.

Mentoring offers discussion time, which enables individuals to reflect and make important decisions about their future. This is particularly relevant where people are expected to undergo significant change, develop new roles or services or take up new appointments. It is also helpful for professionals who have run into difficulties and want to get back on track.

Mentors can be chosen from within the ranks of an organisation or may be remote from it (there are advantages to both), and should be respected and approachable individuals, with a prime interest in the development of others. The training that they receive will enable them to hone their natural skills and to understand the issues, which surround such an important role.

- Identifying funding
- Initial meeting with the key contacts
- Launch meeting of potential interested parties
- Identification of mentors and mentees
- Setting up the administration and co-ordination of the programme
- Training of mentors for their new role
- Informing the mentees about the process and function of mentoring
- Supporting the mentors with learning sets and support groups
- Monitoring and evaluating the project

Getting started

Each organisation will have different requirements for their programme, and the initial exploratory meeting will determine those needs and indeed if mentoring is a solution to the

issues that are faced. It may be useful to set up a programme for two years in the first instance to evaluate its effectiveness.

When the decision to proceed has been made, all the necessary administrative requirements will be put in place. Training and support will be provided to the individual or team responsible.

Cygnus will help you to identify and recruit mentors and mentees to the programme and give informative presentation to outline the process, as well as undertake to train and support the mentors within the requirements agreed.

A regular evaluation of the programme will be provided and questionnaires answered both by the mentors and the mentees, along with a report of the results.

If you should require to set this up as a research project we can guide you through the process, help prepare a proposal and even run the project.

How to proceed

- We recommend an initial meeting with the potential mentoring lead and decision makers to discuss your needs and acquaint your organisation with the training and support that Cygnus can offer.
- Presentations are given on mentoring and personal development at educational or training events or meetings
- A taster day can be arranged to give mentors and mentees an opportunity to see whether this is appropriate for them
- Assistance in the development of a research proposal and project for evaluating the effectiveness and relevance to your organisation is provided

Please contact us to discuss your requirements