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## Outline of the Mentoring Programme

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### AIMS

- To provide a significant benefit for members, supporting the Institute's aim of reaching out to the security profession at large;
- To support the Institute's commitment to Continuing Professional Development throughout the profession;
- To help achieve a more self-confident and skilled security profession;
- To build strong relationships within a trusting environment, leading to more effective sharing of knowledge;
- To build and develop mentoring skills of established professionals, thus providing professional development opportunities to both partners in the mentoring partnership.

### OBJECTIVES

- To help mentees realise their full potential within the security profession by assisting them in defining their career goals and aspirations, and creating a career development plan;
- To help build self-confidence, with support and advice in dealing with challenging work situations from experienced professionals;
- To encourage mentees to optimise networking and continuing professional development opportunities;
- To enhance the interpersonal skills of both mentors and mentees;
- To enhance the mentor's understanding of issues faced by other Institute members;
- To increase mentors' professional satisfaction derived from helping develop others and contributing to the wider profession.

## OVERVIEW OF THE MENTORING PROGRAMME

### SCOPE AND ELIGIBILITY

- Members of The Security Institute are eligible to take part in the programme. It is anticipated that Student and Graduate grade members will find this programme of particular interest, but it is hoped that all grades of member can benefit.
- Mentors should be members of the Institute who are experienced in one or more particular area of the security profession.

### METHODOLOGY

- Successful mentors and mentees will be matched for suitability.
- Matching criteria include skills set, experience, interests and location.

### DURATION AND TIMING

- Initial commitment to the mentoring programme should be for a period of 6 months, at which point the partnership will be evaluated and partners can agree to commit to a further 6 months.
- Length of meetings should be suitable for both mentees and mentors – guidance is 1 hour per session at least once a month. Sessions of 1 hour + contribute to CPD activity for each partner.

### END OF THE PROGRAMME

- Both mentors and mentees will be required to complete an evaluation survey at the end of the programme, to allow the programme to be further developed and improved.

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### ROLES, RESPONSIBILITIES & EXPECTATIONS - MENTEE

#### GENERAL

- Commit to the full term of the programme
- Take ownership of your own development and really challenge yourself
- Actively use your Mentor as a resource
- Listen and receive feedback from your Mentor
- Be willing to try new methods and develop new skills
- Maintain confidentiality at all times

#### SCHEDULED MENTORING SESSIONS

- It is your responsibility to set the appointments with your mentor. The duration of meetings should be suitable for both mentee and mentor – guidance is 1 hour per session at least once a month. Sessions of 1 hour + contribute to CPD activity.
- With your mentor, determine a specific day or date for your meetings.
- Before each meeting, agree an agenda with your mentor so you both make the best use of the session.
- Actively participate in mentoring session.
- Find out about your mentor's interests.
- Give some thought to your personal and professional goals, your readiness levels for current tasks and positions you want to work toward. Make these agenda items in your meetings.

#### DEVELOPMENT PLAN

- Determine the skills that you want to develop.
- Determine what your career path is – where do you want to be 2-3 years from now?
- Openly discuss your development needs with your mentor.
- Be open to feedback.

### ROLES, RESPONSIBILITIES & EXPECTATIONS - MENTOR

#### GENERAL

- Commit to the full term of the programme.
- Share your knowledge, enthusiasm, and experience with your mentee.
- Give constructive feedback to your mentee.
- Maintain confidentiality at all times.

#### SCHEDULED MENTORING SESSIONS

- Meet regularly with your mentee; monthly as a suggested guideline. Let the mentee make the appointments, but reach out to him/her if they do not make contact for a while.
- Find out about your mentee's personal interests, family, background, culture, work history, education, etc.

#### DEVELOPMENT PLAN

- Review your mentee's development plan. If the plan is not consistent with your mentee's personal goals, help him/her see the inconsistencies and coach accordingly.

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- Discuss your mentee's strengths and areas for development from his/her perspective and from your perspective.
- Discuss long-term professional goals (3-5 years).

### **PERSONAL DEVELOPMENT**

- Discuss leadership and management styles and how to interact with different styles.
- Introduce your mentee to key individuals in the area where he/she wants to develop.
- If possible, organise shadowing opportunities.

### **MENTORING LEADS**

- Use regional volunteers and/or contacts to match partnerships. Follow up with both partners and track the progress of the partnership for 6-12 months
- Follow-up with the mentors and the mentees - track the progress of the mentoring partnership.
- Be available for feedback from both mentors and mentees.
- Be a resource to discuss issues that might occur within the mentoring partnership.