

CANTERBURY WOMENS' LEGAL ASSOCIATION



MENTORING PROGRAMME

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BACKGROUND

CWLA is introducing a mentoring programme for its members in order to increase the support network available for female lawyers in Christchurch.

The main purpose is to support and maximise the mentee's development and also to provide an opportunity for a mentor to share their experiences and knowledge.

There are many benefits from the mentor-mentee relationship and CWLA is proud to be offering this service to its members. Whilst the relationship itself will be run according to what works for you, we provide a framework by which to guide and support the mentor-mentee relationship.

WHO IS A MENTOR?

For the purposes of the CWLA Mentoring programme a mentor is an experienced, skilled female lawyer who is willing to provide guidance, support and motivation to a colleague.

A mentor is:

- A trusted confidante
- Objective, non-judgmental
- Good listener
- Supportive
- Available
- Approachable
- Willing to share experiences / network
- Committed

WHO IS A MENTEE?

Any CWLA member who wants to receive the benefit of a likeminded colleague who is willing to share their experiences. The relationship will be about professional development, but recognising that personal development and support is a big part of our professional lives. You will tell your mentor what you need and this will be addressed as part of the matching process.

A mentee:

- Has a willingness to take responsibility for their own growth
- Open to feedback – both positive and negative
- Wants to learn and grow
- Respectful of mentor's time and advice
- Prepared to give own feedback to their mentor

THE MENTOR/MENTEE RELATIONSHIP



Key aspects of the CWLA Mentoring Programme are:

- Relationship of trust
- Discussions are confidential
- One on one (one mentor per mentee)
- Flexible – mentors and mentees choose the dates, times, frequency and media to communicate
- Voluntary
- Regularity
- Open communication

MENTORING:

IS

Guiding
Supporting
Developing
empowering
Learning
Rewarding
Empowering

IS NOT

Lecturing at
Rescuing
Managing

THE FIRST MEETING

Prior to your first meeting, you will be provided with a short bio on your mentor/mentee.

The first meeting should discuss:

- Roles of the mentor
- Role of the mentor-mentee relationship
- Procedures
- Responsibilities of both mentor and mentee
- Boundaries

We suggest the following as guidance:

- Agree an agenda based on what you would like to discuss
- Allow for up to an hour

Roles

Different mentees will be looking for different things from their mentors. It is important that both mentor and mentee have the same understanding of what their role is in the relationship.

Responsibilities

Mentee

- Identify areas for discussion
- Identify and discuss goals – what do you want out of the relationship
- Take responsibility for own development
- Provide feedback to the mentor

Mentor

- Clarifying roles, responsibilities and procedure
- Listen and ask questions
- Provide feedback to the mentee
- Determine a “termination procedure”

Both

- Take joint responsibility for initiating meetings
- Respect confidentiality
- Communicate openly and honestly
- Be open to feedback
- Test assumptions
- Prepare for meetings

Procedure

Discuss:

- Frequency and duration of meetings
- Venue of meetings
- Face to face, email and telephone contact
- Reviewing the relationship

REVIEW AND MONITORING

It is important to regularly review whether the relationship is benefitting the parties involved.

If for any reason the relationship is not working then contact CWLA and we can work with you in order to change mentor/mentee if you are unable to work together.

ENDING THE RELATIONSHIP

We advise discussing the way that the relationship will be terminated in the first meeting and agree this process between mentor and mentee.

It may be that the mentee has achieved their desired outcome and is ready to become a mentor themselves, or that both parties decide they do not have time to continue.



NEED A MENTOR?

CWLA is introducing a mentoring programme for its members in order to increase the support network available for female lawyers in Christchurch.

The main purpose is to support and maximise the mentee’s development and also to provide an opportunity for a mentor to share their experiences and knowledge. Too often, female members of the profession lack likeminded contacts with whom they can discuss their aspirations, career plan and personal development.

We invite you to seek a mentor to assist you in your career.

Name:

Email address:

Telephone (wk):

Mobile:

Position title and name of employer or firm:

Areas of practice / experience:

.....
.....
.....

We try to link each mentee with a mentor who has indicated that they would be able to assist with the development areas specified by the mentee. It is not necessary for the mentor and mentee to have the same area of practice, but this can be accommodated.

Areas that you would like assistance with:

Career Progression (to partner level)

Working part-time

Career Progression (general)

Workplace issues

Networking

Practice area support

Work/life balance

Thank you for taking the time to fill in this form. Please email it to mentoringcwla@gmail.com



ARE YOU WILLING TO BE A MENTOR?

CWLA is introducing a mentoring programme for its members in order to increase the support network available for female lawyers in Christchurch.

The main purpose is to support and maximise the mentee’s development and also to provide an opportunity for a mentor to share their experiences and knowledge. Too often, female members of the profession lack likeminded contacts with whom they can discuss their aspirations, career plan and personal development.

We welcome mentors from the whole range of levels and careers within our membership.

Name:

Email address:

Telephone (wk):

Mobile:

Please tick which applies:

In-house Counsel

Senior practitioner in Law Firm

Barrister/Sole practitioner

Position title and name of employer or firm:

Areas of practice / experience:

.....
.....
.....

We try to link each mentee with a mentor who has indicated that they would be able to assist with the development areas specified by the mentee. It is not necessary for the mentor and mentee to have the same area of practice, but this can be accommodated.

Areas that you can assist with:

Career Progression (to partner level)

Working part-time

Career Progression (general)

Workplace issues

Networking

Practice area support

Work/life balance

Thank you for taking the time to fill in this form. Please email it to mentoringcwa@gmail.com