

# Mentoring FAQ's

## What is the Institute of Water mentoring programme?

The Institute of Water mentoring programme is an initiative which aims to unlock potential, support career goals and develop talent in the water industry. We support our members by offering those who are looking to gain additional knowledge or advice the opportunity to learn about a new area of the water industry, apply for professional accreditation or to simply acquire guidance on building and enhancing their career.

## How does it work?

The Institute of Water mentoring scheme is delivered through an online platform. Mentors are required to complete a profile including their skills and experience which will be held on a searchable bank. Mentees are required to complete a profile before being able to search the bank for a potential mentor. Once a potentially suitable mentor has been identified mentees must complete a mentoring proposal outlining their need for a mentor and goals for their relationship. Mentors then have the opportunity to review the proposal before accepting or declining.

## Who can apply to be part of the mentoring scheme?

Anyone can apply to be a mentor or a mentee as long as they are a member of the Institute of Water. You can find out more about becoming a member and sign up at our website: [www.instituteofwater.org.uk](http://www.instituteofwater.org.uk).

## How can I sign up to the mentoring programme?

To sign up to the mentoring programme visit [www.instituteofwater.mentormatch.me](http://www.instituteofwater.mentormatch.me) and create a username and password. At this stage you will be asked for your Institute of Water membership number. You will then be able to create a mentor/mentee profile outlining your background and experience and/or what area you would like to develop.

## How can I find out my Institute of Water Membership number?

You can find your Institute of Water membership number on your online Institute of Water member profile, you can call us on 0191 422 0088 or email [mentoring@instituteofwater.org.uk](mailto:mentoring@instituteofwater.org.uk).

## Can a mentor have more than one mentee?

Yes, there is an opportunity for mentors to mentor more than one person. This is at the discretion of the mentor.

### **Can I apply to to be both a mentor and a mentee?**

You can be both a mentor and a mentee but you are required to create separate accounts on the mentoring platform with two different email addresses – one for your mentor profile and one for mentee profile.

### **Will mentors receive any training?**

Mentors are not required to partake in any training to sign up as a mentor but we will make resources available for people who want to learn more about what it means to be an effective mentor, the process of becoming a mentor and how the system works.

### **Do mentors have to include their names in their profiles?**

No, mentors don't have to include their names if they would prefer to remain anonymous until they have received a proposal, they will be required to disclose their job titles.

### **How long does the mentoring relationship last?**

As long as the two parties see fit. Its best practice to set some goals at the beginning and typically the relationship would end once these goals have been achieved. There is no timescale and this is decided by the two of you.

### **How often do we meet?**

As often as you like, we recommend expectations are set at the outset of any mentoring relationship or in the mentoring proposal.

### **Must the mentoring meetings be in person or can they happen in another way?**

No the meetings can be over the phone, via skype or in person.

### **I don't live in the UK can I still be a part of the programme?**

Yes, as the mentoring can be done via email, phone or skype, mentors and mentees can be anywhere in the world.

### **Can I be matched with someone from my own company?**

The mentoring platform holds a bank of mentors from across the water sector – appropriate mentors with relevant skills and backgrounds are highlighted to mentees during their search. Mentees are free to make proposals to any mentor in the bank and these may include mentors from their own company.

### **How can I ensure my information and conversations are secure?**

The online mentoring platform includes an internal messaging system and one benefit is that this information is stored securely and only viewable by the system administrator. The messages will be flagged if inappropriate language has been used. If you are concerned about inappropriate behavior please contact Lucy at HQ via [mentoring@instituteofwater.org.uk](mailto:mentoring@instituteofwater.org.uk) or on 01914220088.

### **How do you obtain feedback?**

A feedback survey will be sent out once the mentoring relationship is complete.

### **What do I do if I have forgotten my log in details?**

Your username is your email address, if you can't remember what this is contact Lucy at HQ via [mentoring@instituteofwater.org.uk](mailto:mentoring@instituteofwater.org.uk) or on 01914220088. There is a password reminder button on the mentoring page [www.instituteofwater.mentormatch.me](http://www.instituteofwater.mentormatch.me).