

AN INTRODUCTION TO MENTORING AT ACSLM



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EDelia Group – Mentoring Induction

EDelia Group Pilot Mentoring Programme for The Academy of Clinical Science and Laboratory Medicine
(ACSLM)

We are delighted to welcome you to this Pilot Mentoring programme.

Induction Mentoring at ACSLM

We can all remember how difficult the first professional steps can be and we all probably relied very heavily on the good will of our colleagues to help us through this potentially stressful time. The purpose of the ACSLM Mentoring programme is to provide support, encouragement and solidarity to colleagues as they begin their careers with us.

Under the ACSLM Mentoring programme, colleagues will be offered a mentor, someone experienced in working in a similar role or facing similar professional challenges, who will be able to offer support and guidance. This will be in addition to any induction arrangements put in place by the mentee's home department/function or by HR.

This booklet is aimed at answering some of the questions you might have as you consider joining the us on the pilot ACSLM Mentoring team.

Mentoring is a voluntary arrangement whereby an experienced individual, outside the reporting relationship, holds regular meetings and discussions and takes a personal interest in guiding and supporting the development of a less experienced person in progressing within and beyond their immediate role (Hale, 2000).



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Mentoring

The key aspects of mentoring are that it is:

- Individual
- Agreed between the parties involved
- Designed for a particular purpose or situation
- For an agreed period of time.



Mentors

- Are committed to the process and principles of the programme
- Are able to devote appropriate time to make the mentoring relationship successful
- Have a genuine interest in sharing experience to support mentees development
- Have an enthusiastic and positive attitude towards their own work
- Take responsibility for their own development

I found my role as mentor very satisfying. I remember what it was like for me when I started here and I was happy to be able to help a new staff member settle in, (Mentor (third level institution)-Nov:2015).

Principles of Mentoring at ACSLM



Voluntary participation: Both mentor and mentee engage in the process voluntarily and are free to terminate the relationship at any time.

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Professional integrity: all interactions between mentor and mentee should be characterised by honesty, reliability and moral action consistent with the professional standards demanded by our profession. Mentors and mentees exercise integrity through their professional commitments, responsibilities and actions.

Mutual respect: Mentors and mentees uphold human dignity and promote equality in their professional practice, while demonstrating respect for spiritual and cultural values, diversity and freedom of expression.

Confidentiality: The success of the mentor/mentee relationship relies on the understanding that mentor/mentee conversations remain confidential unless health and safety issues or genuine concerns about compromising professional integrity become evident.

Trust: Trust is embodied in openness and honesty. The mentor/mentee relationship relies on continuously building and reinforcing mutual trust.

FREQUENTLY ASKED QUESTIONS



1. What is a Mentor with ACSLM?

A Mentor with ACSLM facilitates the professional development of less experience colleagues in the organisation.

1. What is the role of a ACSLM Mentor?

A Mentor provides professional support, useful information and timely encouragement. They help Mentees to more successfully navigate the early years of their career.

1. Who can become a Mentor with ACSLM?

The scheme is open to all existing ACSLM members who have the required experience in the mentee's area. They must be willing to meet regularly with a Mentee and to undergo appropriate training.

2. What are the benefits to the Mentor?

Although the focus of the mentoring relationship is mainly on the needs of the mentee there are benefits for the mentor also including:

- Opportunity to share experience and expertise
- A sense of personal satisfaction in helping to develop the potential of others
- Opportunities to avail of mentor training
- Developing skills while working with adults, such as advising, giving feedback, informing, listening and questioning
- Building positive working relationships
- Greater understanding of issues affecting new or younger staff
- A new challenge and a learning experience
- Job enrichment

I really enjoyed my mentoring experience. I remember what it was like for me when I started out and I was happy to help my mentee, (Mentor (Financial Services Industry), 2019)

3. What are the benefits to Mentees?

Colleagues being mentored will benefit from the professional support offered, enabling them to learn from the experience and work-place knowledge of the Mentor. This will assist the mentee to settle into their roles more easily, provide advice and guidance on working practices and support planning to meet professional development needs.

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Particular benefits are:

- The opportunity to learn from an experienced staff member
- Settling into roles more effectively
- A broader understanding of the way the ACSLM operates
- Help in setting professional development goals
- Increased confidence and internal network contacts
- A confidential sounding board for ideas and suggestions
- Support during the early stages in a new role
- Improved self-awareness and personal understanding



Staff are very helpful here but people are so busy that I was reluctant to ask for help. Knowing that I had a mentor to go to was such a support, (Mentee, (Higher Education Institution) 2018).

4. What exactly am I agreeing to do when I sign up to be an Induction Mentor?

ACSLM Mentors agree to:

- Meet their mentees regularly
- Provide information, professional support and advice as well as helping Mentees to find their own solutions to problems
- Attend a minimum of 2 hours training in fundamental mentoring skills during the course of the year
- Familiarise themselves with on-line support materials
- Promote the practice of mentoring within the organisation

The EDelia Group will provide ongoing support for all ACSLM Mentors

Compiled by the EDelia Group's Teaching and Learning Team

To become a mentor

If you would like to find out more about mentoring with the ACSLM please get in contact with cpd@acslm.ie / mail@acslm.ie



You are also welcome to get in touch with EDelia Group for further training and developmental opportunities by emailing query@edeliagroup.ie

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