

IoDSA Guidelines for Mentors 2016

This document outlines the guidelines for appointing mentors participating in the Mentoring Circles offered by Director Development.

Mentoring Circles

The mentoring circles are aimed at offering aspiring and practicing directors an opportunity to share their challenges and insights experienced when interacting with colleagues at board level, in a safe and confidential environment. CD(SA)'s are also afforded the opportunity, as mentors, to invest in aspiring and less experienced directors' as part of their continuing professional development (CPD) requirements.

The sessions are smaller than a normal Director Development training session – only 14 delegates are registered.

The 3 hour sessions are facilitated by a professional coach.

Mentors are identified to support the role of the coach.

What is mentoring?

Mentoring is "a partnership in which a mentee is assisted in making significant advances in knowledge, perspective and vision in order to develop their full potential; the mentor's wisdom is utilised by the mentee to facilitate and enhance new learning and insight."¹

¹ COMENSA

http://www.comensa.org.za/ABOUT_US/What_is_Mentoring_.aspx

Representation of the IoDSA

Mentors are viewed as an extension of the IoDSA. They are therefore required to act in the best interest of the IoDSA.

This includes:

- ensuring that their behaviour is professional and represents the best interest of the IoDSA at all times;
- not contracting on behalf of the IoDSA in their capacity as mentor;
- dressing and behaving in a manner that is consistent with that supported by the IoDSA's code of conduct; and,
- timeous arrival at sessions.

Mentor Selection Criteria

In order to deliver effective mentoring in the context of the Mentoring Circles, the following mentor-selection criteria apply:

1. Mentors will have demonstrable qualities in all of the following areas²:
 - a. **Attitude and character:** mentors should have a positive attitude, be of high integrity, be open to learn, respect diversity, and have high emotional intelligence, with the focus of their attention being the development of Mentoring Circle mentees.
 - b. **Professional competence and experience:** mentors should have at least 10

²

<http://assist.educ.msu.edu/ASSIST/school/principal/workbegintchrs/toolmentorselection.htm>

years' experience as directors, and/or have attended the "Being a Director" series of the IoDSA.

c. **Communication**

skills: mentors must be willing to engage openly and honestly on not only technical or administrative issues, but on emotional and personal issues affecting the role of directors.

d. **Interpersonal skills:**

mentors should demonstrate humility, empathy, active listening and generosity. A sense of humour helps.

2. Mentors do not have to be Chartered Directors, but the selection of CD(SA)'s will take precedence if available.
3. Mentors do not have to be existing IoDSA facilitators, but the selection of existing IoDSA facilitators will take precedence if available.

Terms of Participation

Mentors volunteer to participate in the mentoring circles. They are therefore not paid for their participation.

If a mentor cancels more than two agreed Mentoring Circle sessions in one year, they will not be asked to participate in future.

Mentors will sign an annual contract to confirm their commitment to the process, acknowledging that they can be removed from the pool of mentors if any of the terms of participation are transgressed.

Two mentors are required per session – these dates are booked for the year with the mentors.

The coach manages the session and the mentor need to respect this role.

Travel and Accommodation (applicable to In-house Mentoring only)

Mentoring Circles are offered to clients as part of the In-House Programmes. Travel and accommodation costs are covered by the client.

The IoDSA sends through the travel and accommodation requirements to the client, but cannot always guarantee that preferences will be adhered to by that client.

Time Commitment

Mentoring Circles are scheduled through the Director Development Annual Calendar.

Mentors are booked for these sessions in advance. Confirmation is sent to mentor by DD at least 1 week before the session.

3 Mentors are booked per session in case a mentor needs to cancel.

DD undertakes to book a mentor for at least 2 sessions per year – subject to the availability of the mentor.

Contact Details

For more information on any of the Director Development offerings, please contact the team member responsible for the programme of interest:

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