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STM Mentoring Programme 2017

Mentor Presentation

Monday 10th April, 2017



Introductions

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Agenda

1. Objectives of the STM Mentoring Program
2. What is mentoring?
3. Qualities of Good Mentors
4. How does it work?
5. How to establish a good mentoring relationship
6. Reverse Mentoring
7. Outcomes for successful mentoring partnerships
8. Next Steps
9. Support and Useful Links
10. Questions & Answers



Overall Objectives of the STM Mentoring Program

- To articulate the benefits of Mentoring to the wider Publishing Industry
- To facilitate the creation of successful relationships between Mentors and Mentees
- To provide guidance and support that ensures Mentors and Mentees benefit from the process
- To evaluate the effectiveness of the Scheme and identify refinement for future delivery

What is mentoring and how is it different to coaching?

Mentoring

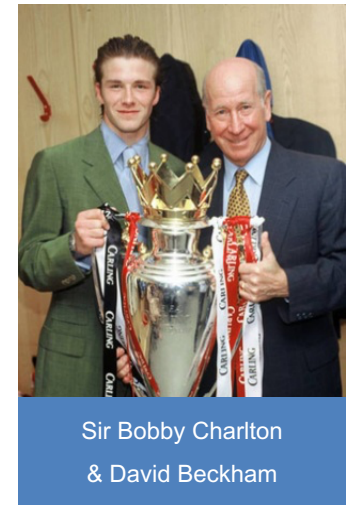
- Guiding and assisting by giving advice based on the mentors' experience
- Usually provided by someone more senior who knows the organisation/role
- A more informal approach
- Objectives and outcomes desirable but not essential

Coaching

- Helping someone to find solutions through the 'coachee's' own experiences
- Advice is not given but problems are solved by the 'coachee'
- A structured approach with defined outcomes

The qualities of a good mentor

- Fully committed to mentoring
- Approachable and positive
- Non-judgemental
- Supportive - offers to review work, suggests useful contacts
- Constructive - suggests things that may have helped in the past
- Willing to learn – reverse mentoring



The skills of a good mentor

Relationship building & Communication skills

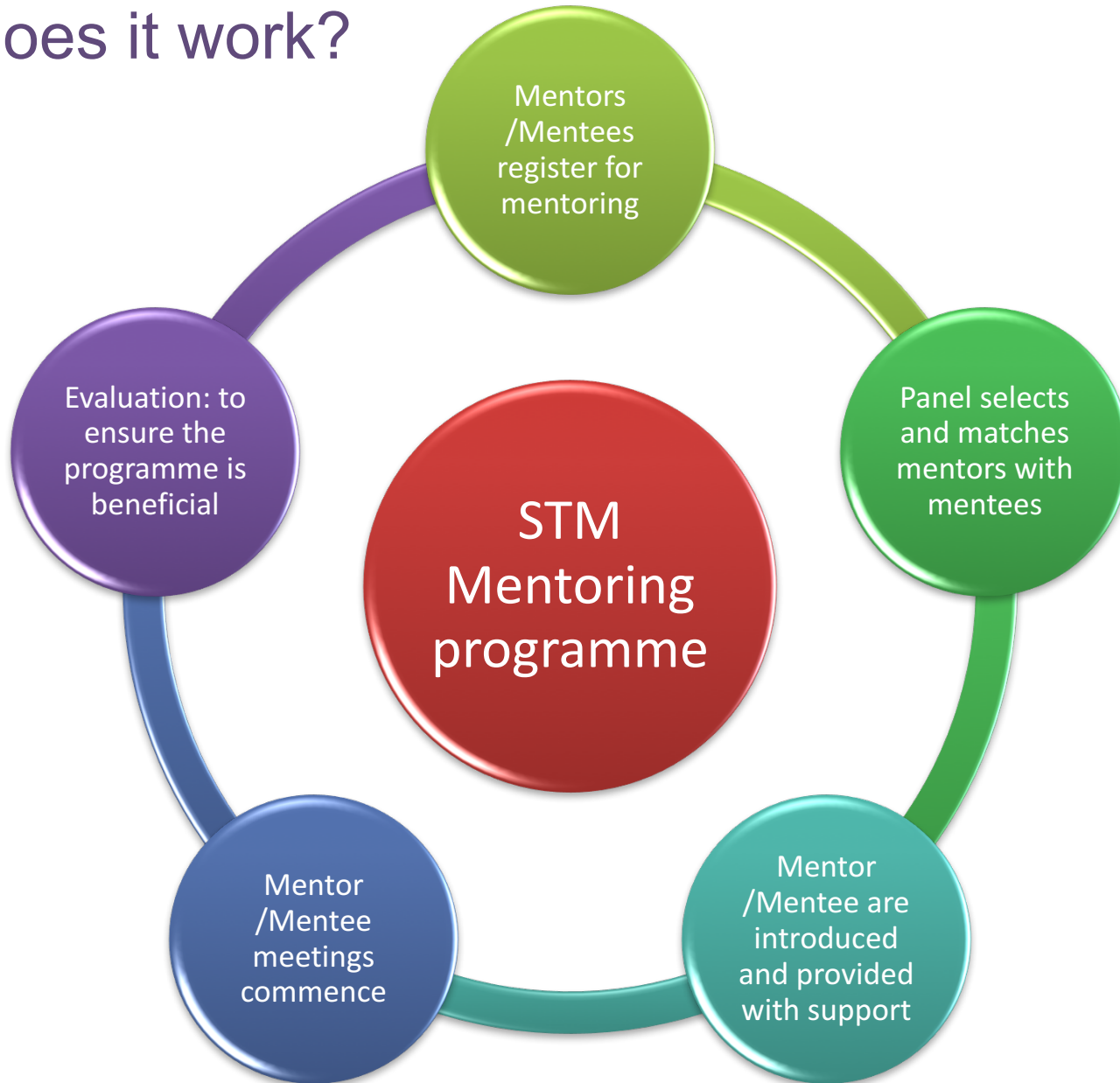
- Inspires trust
- Good listening skills
- Asks questions and gives advice
- Story teller
- Good role model
- A good motivator

Broadening the horizon

- Encourages the mentee to bring topics to the table
- Facilitates focus on long-term professional development
- Explores wider range of alternatives with mentee to aid decision making



How does it work?



How to establish a working contract and ground rules?

- First meeting - objectives
- Establish what it isn't about
- Identify broad topics not specific outcomes
- Setting expectations
- Template document to assist first steps
- Confidentiality and boundaries
- Conflicts of interest
- Meeting format, location, timing and frequency

We suggest you allow 2 hours for your first meeting and 1 hour per session thereafter



Common pitfalls

Mentoring process:

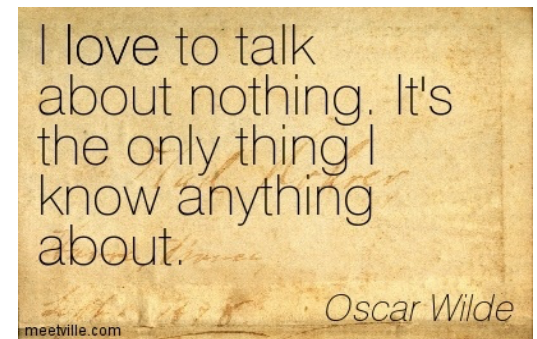
- Not knowing what to talk about or talking too much!
- No defined end point/periodic review
- Irregular and postponed meetings
- Confusion of roles

Breach of contract/ground rules:

- Being indiscreet
- Not questioning: is it working?
- Avoiding terminating the relationship, should it become toxic

Mentoring context:

- Cultural differences
- Virtual mentoring: finding the right technology



Reverse Mentoring



Outcomes for successful mentoring partnerships

For Mentors

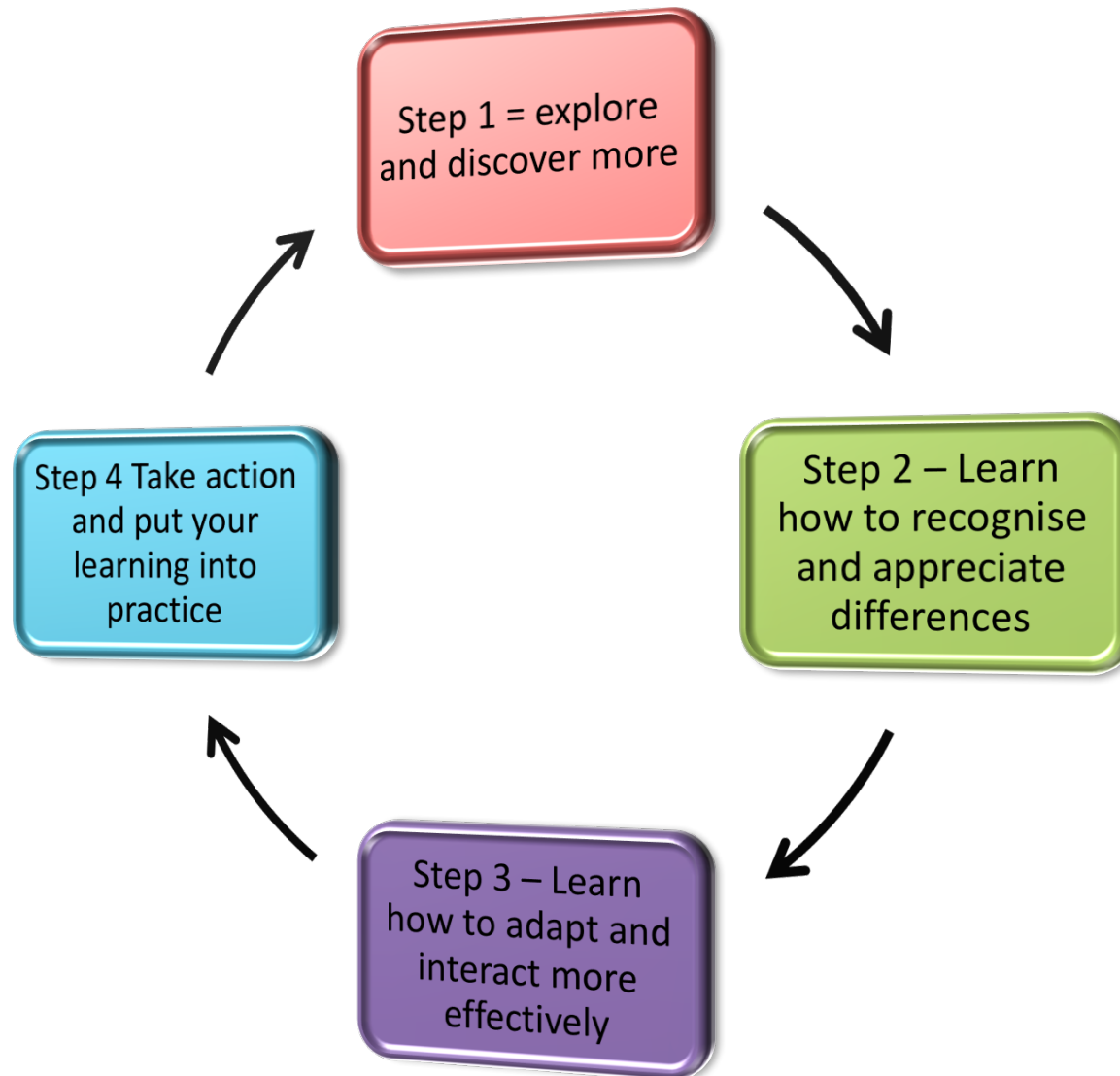
- Gain insights from mentee's background
- Gains satisfaction in sharing expertise with others
- Re-energizes their own career
- Learns more about other areas of the organisation and industry

Outcomes for successful mentoring partnerships

For Mentors and Mentees

- Enhances professional development
- Gain from exposure to other organisational cultures
- Creating a mentoring culture promotes individual employee growth and development
- Breaks down the "silo" mentality
- Elevates knowledge transfer
- Enhances strategic business initiatives
- Encourages staff retention and reduces turnover costs

Personal Effectiveness through Mentoring – Action!



What happens next?

- Arrange first meeting, if you have not already done so
- Let your teams/Line Manager know you are involved in the program
- Source resources and handy hints to help you
- Agree desired objectives and outcomes with Mentee, along with a provisional timeline for relationship (suggestion: 10 to 12 months)
- Contact the STM Mentoring Team if you have any questions!

Comments from past participants

- Prepare for Meeting

- “My advice for the next class of mentors would be to have some guidelines or sample topics/conversations prepared”
- “We chat once a month on topics that he brings to the table and emails me in advance of meetings”

- Agree Meeting Structure

- “My mentor and I got along really, really well, but without a formal structure in place and with both of us being very busy, it just didn’t take off”

- Review

- “I wouldn’t have minded a little bit of homework either to encourage reflection on what my objectives were and how these were met throughout the relationship”
- “I didn’t even realize that we are coming to a close in a few weeks; in other words, for me the mentee/mentor relationship is going well, but I had lost sight of the timeframe vis-à-vis the official program”
- “Feedback on my coaching skills might be nice too – has it been worthwhile for my mentee?”

- Enjoy the process!

- “I love my mentees. Each of them is great in her own way. I’ve learned things from all of them, and hopefully I’ve been helpful to them. I definitely want to keep in touch with them after the trial period ends”
- “Thanks for having me as a part of the program! I’ve really enjoyed being a part of it.”

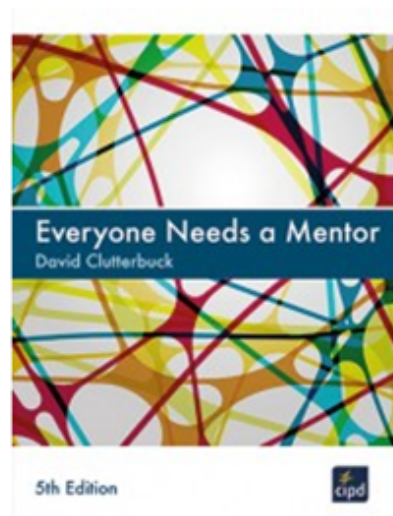
Support

- Line managers need to be aware and supportive of the mentoring relationship
- Line managers perform general check in on progress but do not go into the detail
- Line managers should acknowledge that mentoring relationships are part of their team member's development
- Your HR department may be able to support



Contacts and Resources

- STM Mentoring Committee - [contact](#)
- Learning Styles Questionnaire – [here](#)
- Mentoring Guidance Document – [here](#)
- Book – *Everyone Needs a Mentor*,
<http://www.emccouncil.org/>



Edition: 5th

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Useful links



https://twitter.com/stm_ecp



<https://www.linkedin.com/groups/8184238>



<https://www.facebook.com/STMECPC/>

Questions?