### IPI Mentoring Scheme 2020

**Mentor Guidance Pack and Application Form**

Thank you for your interest in the Irish Planning Institute’s Mentoring Scheme. The Institute appreciates your willingness to volunteer your time and share knowledge with another planner.

We would like mentors to commit to six months of mentoring. We recommend that you meet your mentee in person or virtually at least once every two months. We also expect there to be some email or telephone contact over the course of the mentoring period. The IPI will also award CPD points to mentors who participate in this scheme.

The Mentoring Scheme will officially end after the six month period. It is at the discretion of the mentor and mentee as to whether they continue the relationship after the six month period has ended.

Below we set out more information about the role of the mentor and complete the application form if you wish to participate as a mentor. Mentors must be current Corporate, Fellow or Honorary members of the IPI.

### About the Mentoring Scheme

As a senior planning professional, the mentor will be assigned a mentee and act in an advisory capacity aiding the mentee in areas of their career in which they feel they need guidance and support.

Mentoring is important for planners as it is a supportive form of development and is focused on helping them manage their career and improve key skills.

The IPI will match you with an appropriate mentee, based on the responses to the initial applications. If you are matched with a mentee, we will send you their information in advance, and once we receive confirmation from you, you will be introduced to your mentee by email.

Mentoring can be split into three stages: **exploration**, **new understanding**, and **action planning**. The tables below focus on the main strategies and methods required of the mentor.

Exploration

**Exploration**

|  |  |
| --- | --- |
| **Strategies** | **Methods** |
| Take the lead | Listen |
| Pay attention to the relationship and develop it | Ask open questions |
| Clarify the aims and objectives of mentoring | Agree a meeting structure |
| Support and counsel |  |

**New understanding**

|  |  |
| --- | --- |
| **Strategies** | **Methods** |
| Support and counsel | Listen and challenge |
| Give constructive feedback | Ask open and closed questions |
| Coach and demonstrate skills | Recognise strengths and weaknesses |
|  | Establish priorities |
|  | Identify developmental needs |
|  | Give information and advice |
|  | Share experience and tell stories |

**Action planning**

|  |  |
| --- | --- |
| **Strategies** | **Methods** |
| Examine options for action and their consequences | Encourage new and creative ways of thinking |
| Attend to the mentoring process and the relationship | Help to make decisions and solve problems |
| Negotiate an action plan | Agree action plans  Monitor progress and evaluate outcomes |

### Initial Contact: Getting to know your mentee

The table below provides you with a number of suggestions to guide your discussions during the first contact with your mentee.

|  |  |
| --- | --- |
| **Discussion Topics** | **Notes** |
| **About the Scheme:**   * Aims (what does your mentee hope to achieve?) * Frequency and method of contact * Location and duration of meetings | Click here to enter text. |
| **Mentee-led topics:**   * Previous academic experience * Previous work experience * Interests * Career aspirations * Achievements | Click here to enter text. |
| **Mentor-led topics:**   * Education * Career history * Typical day * Skills used * Current employer * Career goals | Click here to enter text. |
| **Potential topics for future discussion:**   * Job hunting techniques and sources of relevant vacancies * CVs/cover letters/application forms * Relevant reading (e.g. policy, industry newsletters etc.) * Networking groups/events * Importance of CPD * Work experience * Typical work activities * Good/bad aspects of profession | Click here to enter text. |

# Mentor Application Form

Please complete and return to [info@ipi.ie](mailto:info@ipi.ie) by close of business Tuesday, 1st September.

**Personal Details**

Name:Click here to enter text.

Phone Number:Click here to enter text.

Email Address:Click here to enter text.

Location:Click here to enter text.

IPI membership category: Click here to enter text.

**Background Information**

Please provide a short statement (max 250 words) including detail of your current role, interests and specialisms and why you would like to participate in the pilot mentoring scheme.

Providing this information will facilitate the Institute in making the best match for both the mentor and mentee.

Click here to enter text.

Please select areas in which you could provide advice and insight to a mentee and on which you would like to focus:

☐ Academic work

☐ CV Development

☐ First time job search

☐ Career Advice

☐ In-job career progression

☐ Change of career

☐ New job search

☐ Key skills development and Improvement

☐ Interview Preparation and Performance Techniques

☐ Setting up a planning practice

Other (Please Specify): Click here to enter text.

**Please select planning sectors in which you could offer mentoring:**

☐ Housing and Regeneration

☐ Urban Renewal

☐ Transport Planning

☐ Rural Planning

☐ Urban Design

☐ Strategic Planning

☐ Culture and Heritage

☐ Retail

☐ Environmental Planning

☐ GIS

☐ Economic Development and Enterprise

☐ Community Planning

☐ Planning Enforcement

☐ Conservation Planning

☐ Sustainable Development

☐ EIA and AA Preparation and Assessment

Other (Please Specify): Click here to enter text.

**Consent (please tick)**

I consent to my contact details being forwarded by the Institute to a matched mentor for the purposes of this scheme. ☐

Thank you for completing the mentor application form. We will take all of the information provided in to consideration when trying to make the best match between mentors and mentees.

Please return it by email to [info@ipi.ie](mailto:info@ipi.ie) by close of business Tuesday 1st September 2020.

If you have any queries in relation to the Mentoring Scheme, please contact the IPI office at info@ipi.ie