

The Royal Institution of Naval Architects



Guidance to Associate Members on Mentoring

AUGUST 2010

INTRODUCTION

During your Initial Professional Development (IPD) you may be guided by a **Mentor** who will focus on your professional and personal needs, providing you with assistance in assessing your strengths, weaknesses and development needs, with respect to meeting the requirements of Corporate membership. The Mentor should also help to ensure that during your IPD, you achieve the sound foundation for a successful career.

This guidance should be read in conjunction with the RINA publication - [A Guide to Mentoring](#)

CONTACT

You should make early initial contact with the Mentor and agree how frequent meetings are to be. Associate Member and Mentor should meet on a regular basis, ideally every three months and at least once every six months. You should also agree how contact between meetings should be achieved. However, you should remember that the Mentor is giving freely of his or her time and may have their own work demands.

PROGRESS

Your Mentor should maintain a progress summary record based on the information provided by you at your meetings. However, in providing such information, you should be aware of the need to respect your employer's confidentiality.

The record should show the your progress in achieving the Institution's IPD objectives and highlight any areas in which the you may be required to develop in the future in order to achieve those Objectives.

You may submit the record when applying for Corporate membership. This will assist the Membership Committee when considering the application.

MAKING THE RELATIONSHIP WORK

The relationship between each Associate Member and Mentor will be different. However, the following common practices will help to develop a successful relationship:

- At the first meeting, be prepared to discuss with the Mentor what you are expecting of the relationship.
- Always treat with confidence all discussions with the Mentor, and always agree with him or her before information is revealed to another person, including the Institution.
- Ensure that both you and your Mentor have a clear understanding of the purpose of any meeting and always be prepared to raise any concerns or issues which you may have.
- Keep a note of any agreed actions and ensure both you and your Mentor have a copy.
- Always agree a date and time for future meetings, even if this subsequently has to be changed. Give the Mentor as much notice as possible if this happens.

ADVICE AND ASSISTANCE

The Professional Affairs Department is available at all times to advise and support Associate Members on any aspect of their Initial Professional Development.

For advice, assistance or further information on mentoring, contact:

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