

The Royal Institution of Naval Architects



Guidance to Mentors

AUGUST 2010

INTRODUCTION

During the period of their Initial Professional Development (IPD) an Associate Member may be guided by a **Mentor** who will focus on their professional and personal needs, providing them with assistance in assessing their strengths, weaknesses and development needs, with respect to meeting the requirements of Corporate membership. The Mentor should also help to ensure that during their IPD, they 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 Associate Member and agree how frequent meetings are to be. Mentor and Associate Member 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.

PROGRESS

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You should maintain a progress summary record based on the information provided by the Associate Member at meetings. The record should show the Associate Member's progress in achieving the Institution's Professional Development Objectives and highlight any areas in which the Associate Member may be required to develop in the future in order to achieve those Objectives. This record should be passed to the Associate Member or destroyed when you cease to be the Associate Member's Mentor.

MAKING THE RELATIONSHIP WORK

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

- At the first meeting, discuss what the Associate Member is expecting of the relationship.

- Treat with confidence all discussions with the Associate Member. Always agree with him or her before revealing information to another person, including the Institution, and if necessary, remind him or her of their need to respect their employer's confidentiality during such discussions.
- Ensure that both you and the Associate Member have a clear understanding of the purpose of any meeting and encourage the Associate Member to raise any concerns or issues which he or she may have.
- Write down any agreed actions and ensure both you and the Associate Member have a copy.
- Always agree a date and time for future meetings, even if this subsequently has to be changed.

ADVICE AND ASSISTANCE

Mentor's Information Pack

Members who agree to act as Mentors may request the Mentor's Information Pack, available online or from the Professional Affairs Department, containing the following guidance notes on Corporate membership and registration:

- *Guidance on Applying for Corporate membership*
- *Guidance on Applying for registration*
- *Guidance on the Professional Review Report*
- *Guidance on the Professional Review Interview*

Further Information

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

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