

MENTORSHIP POLICY FOR BEYOND SUPPORT ORGANISATION

Background

Mentorship is the development of a personal relationship in which a more experienced, knowledgeable and caring person provides support, advice, friendship, reinforcement and constructive role modelling over time, in order to promote continuous personal development of the mentee and realization of their full potential. It is a learning and development partnership between a person with vast experience and one who wants to learn and grow. Mentorship is a one-on-one learning relationship between a mentee and an expert in a specific topic or discipline. Mentorship is different from teaching. It is a relationship in which the mentee plays an active role in his/ her own learning and development whereas the mentor provides guidance, support and serves as a facilitator of that development. The mentor in this relationship takes on a number of roles such as a teacher, a role model and an advisor.

Scope

This policy covers both organized mentoring programs and informal mentoring relationships, in which teenage single mothers can choose to participate. This Mentorship Policy applies to all single teenage mothers under Beyond Support foundation. It shall also apply to all mentorship contracted or volunteering for Beyond support foundation.

Purpose and Objectives

This policy provides a standard definition for and a consistent approach to mentoring.

Policy Statement

Beyond support foundation supports and encourages mentoring. Mentoring is a voluntary, confidential relationship.

The specific objectives of the policy are to:

Emphasise that mentoring is a relationship that is entered into and developed voluntarily and is not a process to be imposed.

Establish that mentoring relationships in whatever form are governed by existing policies on quality, equal opportunity, inclusiveness, code of conduct and privacy and support and encourage the growth of more strategically managed mentoring activities.

There is no intention to impose arrangements in organizational units where there is no requirement or to disturb existing arrangements that are functioning.

The Role of the Mentor

Mentoring usually involves a more experienced person guiding and sponsoring a less experienced person to achieve goals in an area in which the mentor has experience, which can involve:

- Sharing expertise and experiences
- Suggesting solutions to problems;
- Acting as a sounding board and providing alternative perspectives exchanging feedback and introducing the mentee to people and networks to assist them in their career.

The mentor and mentee share the duty to observe the confidential nature of the relationship and the dialogue arising within it.

The Role of the Mentee

The role of the mentee can vary depending on the context and purpose of the mentoring relationship but will, in principle, include:

- Taking responsibility for identifying and achieving their own development goals.
- Initiating meetings with the mentor, managing meeting dates and times and negotiating the agenda for discussions within the relationship listening, clarifying, reflecting back and discussing.
- Sharing expertise and experience and sharing feedback with the mentor about how the relationship is progressing in order to improve the outcomes they are achieving from mentoring meetings.

Principles of Mentoring

Principle #1

Mentoring is a journey towards empowerment not only through the transfer of knowledge but through the commitment to relationship building as a vehicle through which knowledge, wisdom and skills are transferred. As such, mentoring is a process driven rather than end-product focused endeavour. It is about relationship-building to facilitate growth on three levels:

- Building a relationship between a mentor and mentee to facilitate growth and empowerment within the mentee
- Building a relationship between the various levels of personal and leadership mastery that the mentor is faced with in his or her next phase of career development.
- Building a relationship that facilitates growth and sustainability within the organisation

Principle #2

Mentoring is about transformation, not only of the mentee but of the mentor too. Baring this in mind, expect to be surprised! At the start of the relationship the goals that are initially set as the parameters by which we measure or see growth might be limiting in terms of the actual growth that has taken place. Thus these initial goals serve only as a guiding principle rather than the carved in stone measurements of success.

Principle #3

Mentors depart from the point that the mentee is a diamond in the rough that has enormous potential to shine. Thus the mentors journey/purpose is to unearth and passionately inspire the mentee to empower him or herself to manifest this potential.

Principle #4

Every situation is a learning opportunity, regardless of the context....so be resourceful!

Principle #5

Successful learning opportunities are created by finding a balance between learning from the traditional contexts of information as well as from the unconventional contexts of information.

Principle #6

Successful learning opportunities speak not only to the logic of the mentee but to his or her heart imagination and curiosity as well.

Principle #7

Mentors empower rather than enable their mentees! Empowerment is about giving the mentee hope and building the confidence that he or she can actually get it right with or without the mentor. Empowerment is an invitation to assume responsibility for actualising potential, whereas enablement is about creating a dependence on the mentor that is fuelled by the underlying message and fear that the mentee is not capable of getting it right without the mentor.

Principle #8

Mentors do not just provide answers and solutions to all their mentees questions and problems/obstacles. Mentors share the basic components of the learning and thereby encourage their mentees to explore, grow and generate their own ideas and solutions. This process encourages maturity, resilience and independence within the mentee.

Principle #9

Mentors encourage and guide their mentees in the process of reflecting on their endeavours. The latter facilitates and internalises the learning to be had from that particular endeavour.

Mentoring Agreement

To ensure that the dynamics of the mentoring relationship are effective and its goals are achieved, it needs to be cemented within a mentoring agreement. The purpose of the mentoring agreement is 4-fold:

- To signal both parties commitment to the mentoring relationship in terms of time, space, focus, resources and energy
- To signal both parties commitment to the mentoring space as an environment driven by development not performance appraisals.
- To set boundaries around the environment that fosters safety and clarity about what is to be developed and achieved.
- To clearly identify and guide the mentor and mentee in terms of what is to be achieved within the mentoring relationship.

Mentorship Program Structure

- The mentorship program consists of one-on-one mentor-mentee relationships.
- Mentorship agreements will be developed and signed by both parties, outlining their goals and commitments.
- Regular meetings and communication between mentors and mentees are encouraged.

Mentorship Selection Process

- Potential mentors and mentees will be selected through an application process.
- Selection criteria will include relevant experience, commitment, and compatibility.
- Matches will be made based on the needs and goals of mentees.

Mentorship Training and Development

- All mentors will receive training on effective mentorship, including communication skills, goal setting, and conflict resolution.
- Ongoing mentorship training and development opportunities will be provided.

Mentorship matching and Duration

- Mentor-mentee matches will be made based on compatibility and shared goals.
- The duration of mentorship relationships will be determined by the mentor and mentee but is generally recommended to be at least six months.

Mentorship Activities and Guidelines

- Mentorship activities may include goal setting, skill development, and emotional support.
- Guidelines for appropriate conduct, communication, and conflict resolution will be provided to mentors and mentees.

Monitoring and Evaluation

- The program coordinator will regularly monitor mentorship relationships to ensure they are progressing well.
- Mentors and mentees will provide feedback on their experiences.
- The program will undergo periodic evaluations to assess its overall impact.

Confidentiality

- All mentorship interactions and discussions will remain confidential unless there is a risk of harm to the mentee or others.
- Mentors and mentees will sign confidentiality agreements.

Termination and dispute resolution

- Procedures for ending mentorship relationships and resolving disputes will be established and communicated to mentors and mentees.

Amendments to the policy

- This policy may be amended as needed with the approval of the BSF Board of Directors.

Contact Information

For questions, concerns, or additional information, please contact:

Name: Emily Njuguna

Email: beyondsppt@gmail.com

Phone Number: +254745745188