

Maintaining a valuable relationship

A mentor's skills will include, but not be limited to, the following:

- availability
- listening and interpersonal skills
- personal integrity
- knowledge of relevant route(s) to membership

Try to encourage the candidate to give you feedback on any actions that they have taken as a result of your guidance. The candidate might also be able to offer you something, so take advantage of any expertise that they may have.

Remember, mentoring is a two-way experience and should be mutually beneficial.

Effective mentoring does not have to take up hours of your time and can be done in as little as two hours per month. It is important to maintain an effective relationship so here are some practical suggestions to help you make the best use of both your and the mentee's time:

- Try to set a regular time for meetings and make sure you are prepared for them.
- It is not compulsory that the meetings are conducted face-to-face. You can maintain contact by telephone, email or even a conference/video call.
- Meetings can also occur over lunch or even a drink after work. You can combine mentoring with a meal.
- Feel free to introduce the candidate to a colleague who may be able to help with a specific problem. Networking plays a key role in learning and development.
- Feel free to make use of other resources. Books, computers and classes are all good learning tools, and the candidate may be able to research his/her options further.

These options may help save you time but will still allow you to conduct an effective relationship.

IPD Reading lists have been made available for candidates working towards CEng, IEng, or EngTech.

Please refer to the website for the relevant lists:

<http://www.istructe.org/careers-and-development/professional-development/initial-professional-development>