

The Royal Meteorological Society's Mentoring Guidelines

Thank you for showing an interest in the Royal Meteorological Society's mentoring scheme.

What is mentoring?

Mentoring is a professional relationship that provides the opportunity for an exchange of knowledge and expertise between an experience individual and someone in the early stages of their career. This relationship provides support and guidance for both professional and personal development over a specified period.

Aims

Many organisations offer mentoring schemes, but The Royal Meteorological Society (RMets) recognises the wealth of expertise available across our membership and that people might benefit from mentoring from outside their organisation.

Topics that are currently offered by the mentoring scheme:

- Professional Development: Professional accreditation and career advancement
- Skill Development: Enhancing communication and leadership abilities
- Networking: Building professional connections

Benefits

for mentors:

- **Skills Enhancement:** Mentoring can help develop and refine professional skills.
- **Continuous Professional Development (CPD):** Mentoring contributed to your CPD records.
- **Support the Profession:** Pass on knowledge and values to the next generation.
- **Community Engagement:** Foster a supportive meteorological community.
- **Reverse Mentoring:** Learn new skills.

for mentees:

- **Gain Knowledge:** Have access to someone who can provide an insight into your work and career.
- **Overcome Challenges:** Learn strategies to overcome professional obstacles.
- **Skill Development:** Enhance self-reflection, problem-solving, and other skills.
- **Identify Weaknesses:** Develop self-awareness and address weaknesses.
- **Improve Self-confidence:** Improve your communication and leadership skills.
- **Networking:** Expand your professional network.

Matching process

To ensure a successful mentoring experience, it's crucial to match mentees with the right mentors. Please provide us with as much information as possible about your goals, to help us find the most suitable mentor for you.

Requirements

The mentoring schemes is available to anyone who is a member of The Royal Meteorological Society.

Structure

Before the mentoring relationship begins, both the mentor and mentee will agree the frequency of meetings. It's important that the amount of contact and communication is understood by both sides and it's recommended that a log is kept of all meetings, and major communications.

1. Getting to know your mentor/mentee

After being matched, you will be introduced to each other via email. The mentor is responsible for scheduling the first meeting, usually within a week of being introduced.

2. Meetings and Communication

At the first meeting, it would be useful to discuss expectations from both sides. We recommend that you maintain regular contact, at least once a month through an agreed communication method.

3. Evaluation

At the end of the mentoring period, both parties will complete an evaluation form. Mentoring relationships will typically last for 6-12 months but can be extended, if mutually agreed.

Notes for mentors:

The general role of the mentor is to guide and support the mentee. This will involve the mentor sharing their own observations and experiences. The following points suggest ways how the mentor should conduct discussions with the mentee:

- Facilitate discussions about goals.
- Create a friendly and confidential environment.
- Listen actively and ask open questions.
- Provide constructive feedback and summaries of meetings

Notes for mentees

The mentee shares a significant part of the responsibility for making the mentoring relationship productive and rewarding. The mentee's main responsibilities include:

- Set clear goals for the mentoring relationship.
- Adhere to agreed meeting schedules.
- Participate actively in the meetings and communicate progress.
- Keep records of meetings and progress.

Outside support

A mentoring coordinator will oversee the program to provide support and evaluate how the relationship is progressing. Either party can contact the coordinator for any issues or questions.

Mentoring Agreement

Before a mentoring relationship is confirmed, an agreement between the mentor and mentee will need to be completed.