

A Framework for Mentoring at IAPH

May/June 2015



Mentoring is essential for the development, success, satisfaction & retention of women in IAPH associated industries.

Mentorship is an identified need for IAPH women, based on feedback provided during the 2014 IAPH conference (Women's Forum).

We have the opportunity to provide the framework to support IAPH women in their development, through a mentoring programme that will allow our members to:

- *Define goals for professional development*
- *Gain a broader perspective*
- *Seek information from another, experienced sources*

Mentoring of women in the ports and harbour industry will realize wide-ranging benefits:

- *Advance the skills, knowledge and career potential of IAPH women*
- *Assist in the promotion of a learning culture within IAPH*
- *Enhance industry and organisational knowledge and skills required for career development and succession management.*
- *Provide mentees with opportunities to set development goal*
- *Contribute to the development of a knowledgeable and skilled workforce across IAPH*
- *Assist mentees to participate in IAPH activities and increase IAPH contacts through networking*
- *Contribute to the retention of IAPH members through the provision of a support person*

Our Goals:

- *Ensure the availability of mentoring for all IAPH women.*
- *Provide resources and support for mentors, mentees.*
- *Implement a process for evaluating the mentoring relationship.*
- *Establish a framework that demands minimal program administration effort*

Mentoring supports the advancement and empowerment of women within IAPH

Mentoring Programme Scope

For the purpose of this programme, a Mentor is someone who provides an enabling relationship that facilitates another's personal growth and development. The relationship is dynamic and reciprocal.

Target population

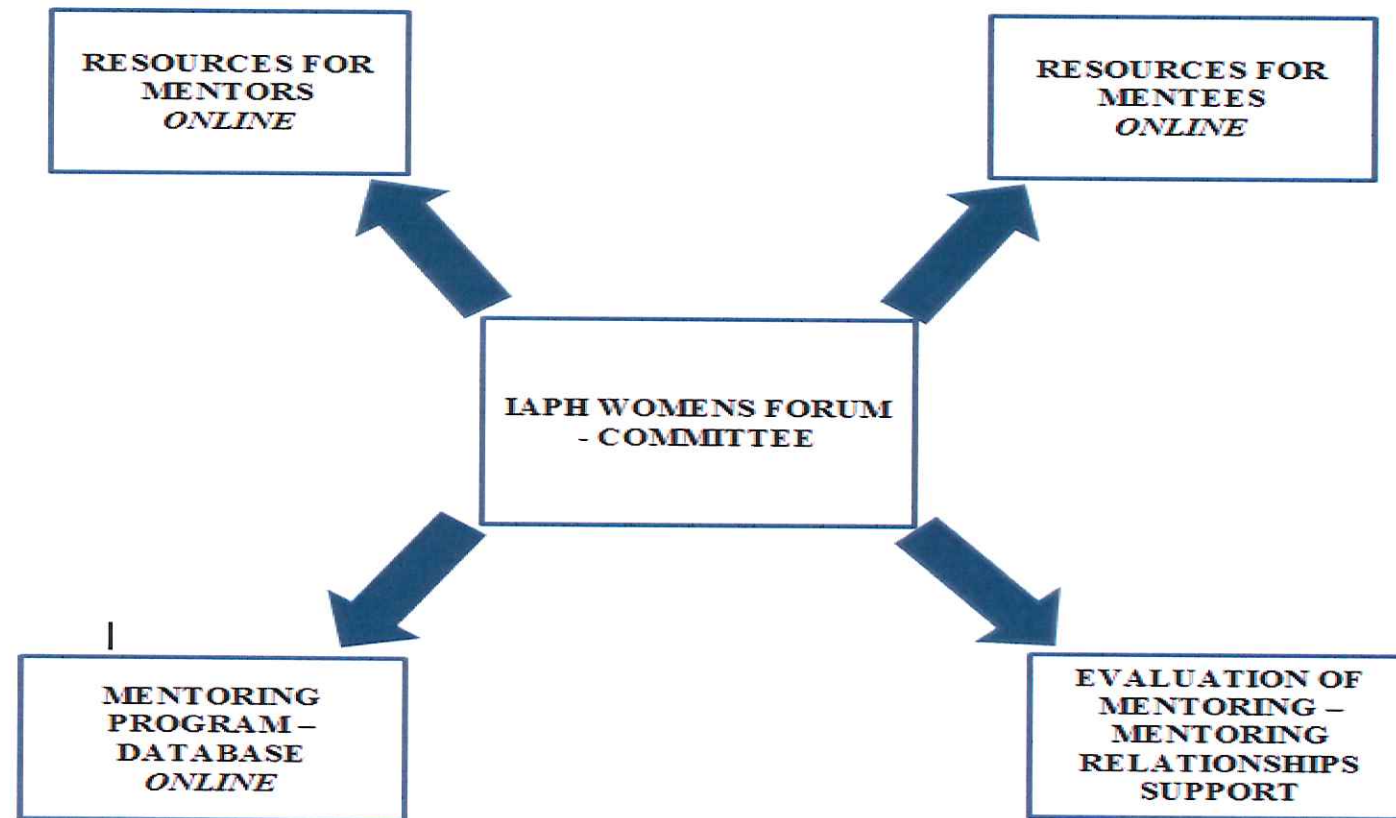
The framework is relevant for all IAPH women wanting to engage in a mentoring relationship and to all IAPH members willing to engage as mentors. The programme aims to establish a pool of mentors with a very diverse range of expertise, business skills and experience.

Framework components

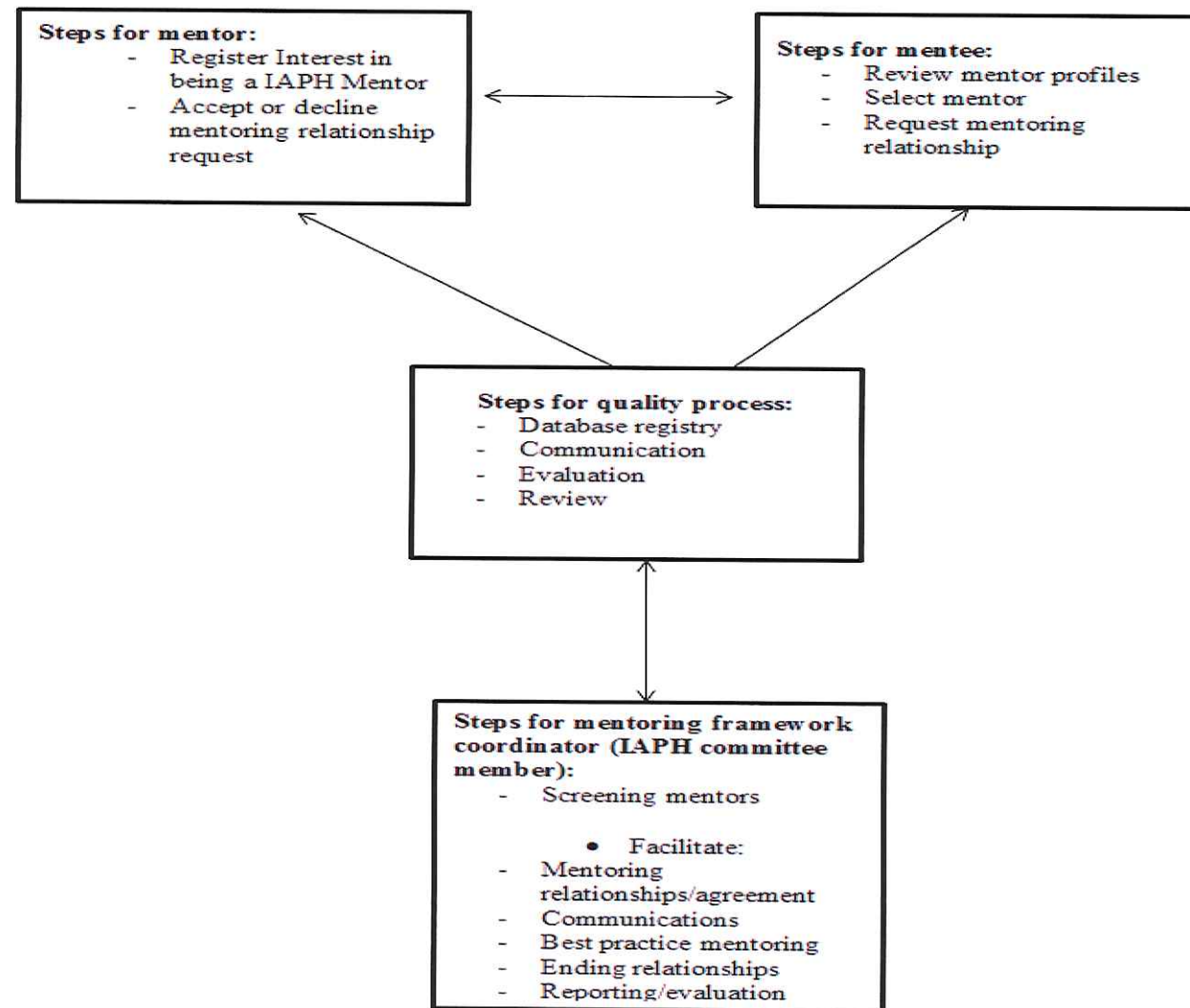
To support effective mentoring relationships, the following mentoring programme components are proposed:

- characteristics and attitudes
- roles and responsibilities
- boundaries, barriers and concerns
- guidelines for implementation
- quality processes
- Agreement, Guidelines, analysis and evaluation tools

Mentoring Framework Components



Mentoring Framework Flow Chart



Implementation

Mentoring resources and support

Proposed IAPH Mentoring Program support & resource suite include:

- A guide for mentees
- A guide for mentors
- Mentor Self selection guide
- Mentoring guidelines handbook
- NICE (Needs, Interests, Concerns, Expectations) analysis template
- Mentoring agreement template
- Evaluation template

These resources and support tools will be published and available on the IAPH mentoring website.

Platform for the mentoring framework

The intention is to build the IAPH mentoring framework into the IAPH website, therefore to access the mentoring framework individuals must have a login to the IAPH website.

A web based mentoring program allows 24/7 access to the IAPH mentor database, resources and support tools. This approach also minimises the level of manual administration that would otherwise be required to manage such a programme.

Quality Processes

- **Progress evaluation and review**

Reviewing the mentoring relationship is recommended to ensure mentors and mentee's make decisions about:

- What changes (if any) need to be made
- What has been achieved
- How well is the relationship going
- Future area(s) of focus
- When the appropriate time is to end the mentoring relationship

An evaluation (reporting tool) form will be available to mentors/mentee's online to assist in the evaluation of the mentoring relationship.

Boundaries, barriers and concerns

A number of boundaries, barriers and concerns about successful relationships may be faced in implementing a mentoring program. When implementing a mentoring framework these issues need to be considered and discussed with key stakeholders and addressed accordingly in order to achieve quality outcomes.

Examples include:

- mentoring may be time-consuming, especially in the initial stages
- failure to measure outcomes
- lack of appropriate commitment, support and/or sponsorship from the association
- withdrawal from the relationship
- cultural differences
- lack of appropriate resources
- time zone differences
- lack of expertise
- issues outside of the scope of the mentoring role

The aforementioned shall be addressed through establishing mentoring guidelines, defining the roles and responsibilities of the mentee and mentor, defining mentoring agreements.

Next Steps

- *Refinement and update based on input from IAPH Members*
- *Guidance and direction from IAPH Board*
- *Definition and dedication of required financial resources and specialized technical support (e.g. website functionality & database)*
- *Development of guidance documents*
- *Solicitation of interest from Mentors and Mentees*
- *Program implementation*