



Mentoring – growing together FAQs

I'm in a senior position but would like some guidance, can I still be a mentee?

If you are a senior manager or above then we would presume you have some, if not extensive, experience within the arts, culture & heritage sector. You can be a mentee on the AMA mentoring scheme at any level of your career, but it does become harder to match more experienced mentees - as a suitable mentor would need to be far more experienced (we look for a minimum five-year career difference between the mentee and mentor).

Mentoring is about seeing someone regularly who can be a sounding board for their thoughts, ambitions and aspirations. Instead of mentoring, it might be worth looking into one-to-one coaching, however this isn't something the AMA provides and is much higher cost.

Why does the AMA train mentors and mentees together?

Training together means you gain an insight into being both a mentor and a mentee, helping you to decide if you would like to be a mentor, be mentored or perhaps be both, as well as improving mutual understanding once the relationship gets underway.

There is also a practical advantage to training together, as mentors and mentees can practice skills together during the training day, providing a valuable opportunity to get feedback on your newly developed skills.

What happens after the initial training session?

After attending the mentoring training session, you will be asked to fill in an online matching survey so that we can find the best possible mentor/mentee for you. Both the mentor and mentee have an input into this process and the relationship only starts if both are happy for it to do so.

Participants will be matched with a suitable mentor/mentee within a short travelling distance from them. The mentoring itself will take place face to face wherever possible.

How frequently should we meet?

A mentor and mentee usually meet up once every two months. Participants on the AMA mentoring scheme can meet face-to-face or virtually.

It is up to the mentor and mentee to agree a contact programme that is mutually convenient. If face-to-face, the mentee would usually be expected to travel to meet the mentor unless decided otherwise.

How long should a mentoring session last?

Mentoring sessions usually last for between one and two hours.

How long will the mentoring relationship last?

Once matched, mentors and mentees are responsible for managing when to end their relationships. However, they will no longer be monitored officially by the AMA after a maximum of 18 months from the date of matching.

The average length of a mentoring relationship in the AMA scheme is currently 12 months. However, there is a wide variance in end times for each relationship, due to the non-directive style of the AMA's mentoring scheme, with some productive relationships ending earlier than the specified 12 months.

What if my relationship is unsuccessful?

As with all relationships, some mentoring relationships will be successful, and others will not. If a mentoring relationship is not going to make the course, then the AMA will help those participants to understand why, and if possible, re-match them.

Would the AMA ever advocate contact between the mentee's line manager and their mentor?

No. This is due to issues of confidentiality. The basic rule of confidentiality is that everything said in the mentoring discussions is private to the mentor and mentee, unless there was a genuine concern for safety.

Why are face to face meetings recommended?

Ideally we would advocate at least one face-to-face meeting in order to build rapport between the mentor and mentee. Though we realise schedules can be tight so we also allow participants to meet virtually. This enables the scheme to be accessible to members regardless of their geographic location, and proximity to other mentors/mentees.

Should mentors or mentees take notes during mentoring meetings?

- Talk about it together and find an approach that will be appropriate for your learning
- As a mentor – it is generally advisable not to take copious notes during a session as it can act as a physical barrier between you and the mentee, so try to abandon the idea of writing everything down. The relationship should be learner-driven and if the mentor takes responsibility for taking any notes this would represent an inconsistency in what is meant to be a learner driven process. However, noting down key names or words can act as a useful reference point, for example, during a context setting meeting, when it is recommended that the mentor makes a note of the mentee's career history, job and a few personal details.
- As a mentee – it is generally a good idea for the mentee to email their mentor notes on the meeting as well as emailing an agenda a few days in advance of the next meeting. The agenda does not need to be set in stone and may well change, depending on the needs of the mentee on the meeting day.

What kind of support will be offered to me by the AMA?

On-going support for participants on the scheme is provided in form of an official evaluation procedure, a contact point at the AMA and web support.

1) Evaluation:

The AMA mentoring scheme has two main objectives:

- 1) To provide and maintain an effective mentoring scheme for AMA members
- 2) To identify further relevant learning opportunities for AMA members

In order to achieve these objectives, each mentoring relationship is monitored, and evaluation data collected at the following key points:

- 1 month from initial matching - email contact from the AMA
- 3 months from initial matching - email contact from the AMA
- 12 months from the initial matching which signals the official end of the scheme. A link to a survey is sent to participants.

2) Contact point at the AMA:

Participants on the scheme can contact Bea at any point during their involvement in the scheme to discuss any issues or concerns they have:

Bea Udeh

Programme Producer

bea@a-m-a.co.uk | 01223 578 078

3) Web support:

All the materials provided during the training day will be sent to you after the session.

For more information on the mentoring scheme, including information on matching, costs and how to join the scheme, [please visit our website](#) or get in touch with Matt at: matt@a-m-a.co.uk.