



**Welcome!**

# **Mentee Briefing 2019-2020**

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**Mentoring Coordinator North West**

# We will cover:

- Introduction to HDN, Sue and each other
- HDN Mentoring model and approach
- The mentoring relationship
- BREAK and networking
- Mentoring conversations
- Moving forward together
- Class dates and venues
- Questions!

# Housing Diversity Network (HDN)



Supporting our members to:

- attract and grow the best talent
- deliver appropriate, accessible services
- build inclusive communities

Over 80 Members across England – housing associations, ALMOs and local authorities

Over 200 organisations accessing training and consultancy services

Headquartered in Bradford



# We enable organisations to:

- Increase board and staff diversity
- Strengthen governance
- Deliver social value and corporate social responsibility
- Design accessible services
- Develop inclusive leadership
- Develop change programmes
- Stay compliant
- Showcase and share good practice
- Learn from a wide network of professionals and specialists

# Our model and approach

- Each mentee is matched with an 'off-line' mentor
- 5 one-to-one sessions to be scheduled from October to July
- Mentees and mentors have an opportunity to network with people from outside of their own organisation
- 4 professional development classes for mentees, combining skills-based learning with expert speakers from housing and other related sectors
- National Celebration Day in June 2020

# Mentoring Programme Outcomes

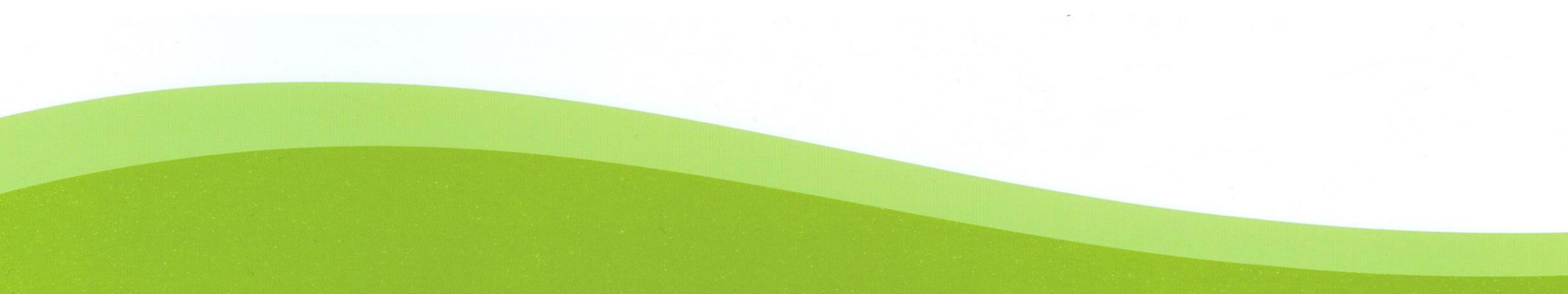
## **Learning Outcomes:**

- Increase self-awareness
- Improve confidence
- Expand networks
- Explore career options
- Widen sector knowledge
- Gain deeper understanding of EDI

## **Subject areas:**

- Confidence and assertiveness
- Team work
- Listening and communication
- Strategic thinking
- Presentation skills
- Sector knowledge
- Personal resilience
- CVs, Interviews
- Leadership
- Managing change

# The Mentoring Relationship



# Your thoughts

- What is mentoring?
- What characteristics/principles do you expect your mentor to display?



# Effective Mentoring

## Mentoring is:

- A structured conversation
- Guidance
- Questions to challenge
- Sharing experience
- Mutual development
- Coaching
- Suggestions and advice
- A sounding board
- A critical friend

## Skills and attributes:

- Genuine interest
- Open and honest
- Listening
- Respectful communication
- Enthusiasm
- Approachable
- Ability to put mentee at ease
- Prepared
- Patient

# Mentor as role model, supporter, guide

- Sets good example
- Demonstrates best practice
- Listens to and empathises with concerns
- Encourages use of resources and contacts
- Encourages stepping out of the comfort zone
- Gives support when mistakes are made
- Recognises and celebrates achievements
- Provides regular, constructive feedback
- Guides towards solution
- Explores different perspectives
- Helps to develop connections
- Shares views on how to succeed
- Helps identify the mentee's personal style and behaviours to maintain or improve
- Critical friend – tells the 'uncomfortable' truths in a fair and constructive way

# Stages of mentoring

## Stage 1: Starting out

- Establish trust and rapport
- Power of self-disclosure
- Allow mentee to 'tell their story'
- Agree groundrules and confidentiality
- Discuss note-taking
- Set clear goals
- Encourage and agree action

## Stage 2: Getting established

- Discuss strengths weaknesses, experiences, knowledge and skills
- Probe work context and other aspects which may affect self development
- Focus on learning and growth
- Recognise progress
- Encourage and agree action

## Stage 3: Developing independence

- Challenge the mentee to reflect, to see things differently, identify potential changes
- Consider options for development and gain agreement
- Encourage innovation and creativity
- Devise a plan of action and next steps

## Stage 4: Moving on

- Acknowledge progress and achievements
- Reflect on goals and discuss future goals
- Encourage mentee to continue their development – lifelong learning
- Agree what, if anything, happens next
- Encourage and agree action

# Mentoring Conversations



# Your 1:1 sessions

- Decide what your objectives are for the programme
- Arrive at each session prepared to discuss your aims and longer-term goals
- It is a structured conversation – not just a chat
- Your mentor will encourage you to take action!
- Arrive on time and decide how you will capture notes
- This is a brilliant opportunity to focus on you!

# GROW – a coaching framework

**Goal** - Where do you want to be?



**Reality** - Where are you now?

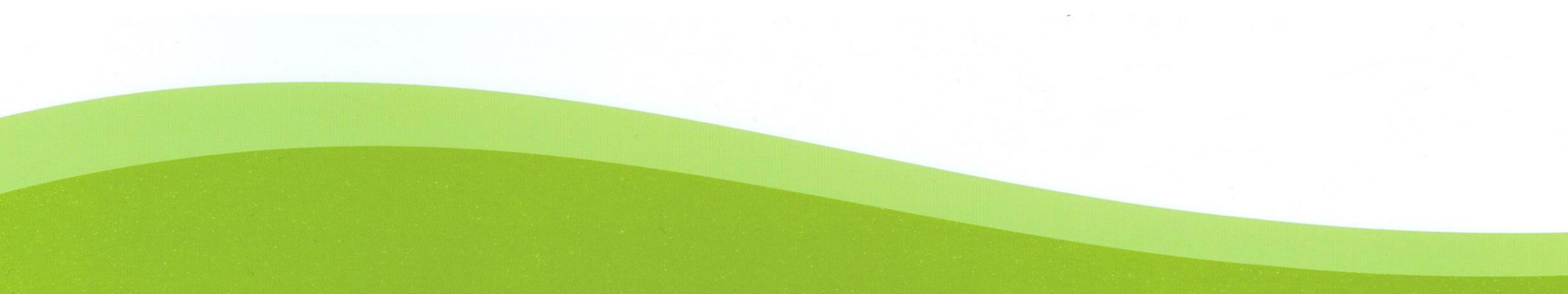


**Options** – What's possible?



**Will** - What action will you take?

# Tools & Techniques



# Tools and techniques

- **PDL** – Personal Development Log provided to all mentees and mentors to record meeting notes, actions, achievements and reflections
- **PPI** – DISC based psychometric tool, providing reports and charts for discussion, self-awareness and development
- **CV** – have you got an up-to-date one?
- **STAR/STARR** – framework to record achievements
- **Locus of Control** – how do I manage myself/who manages me?
- **Circle of Influence** – what can I control or influence?

... and many more!

Resources on HDN website in mentor section. You can access by registering on:

<https://www.housingdiversitynetwork.co.uk/join-us/registration>



# Locus of Control

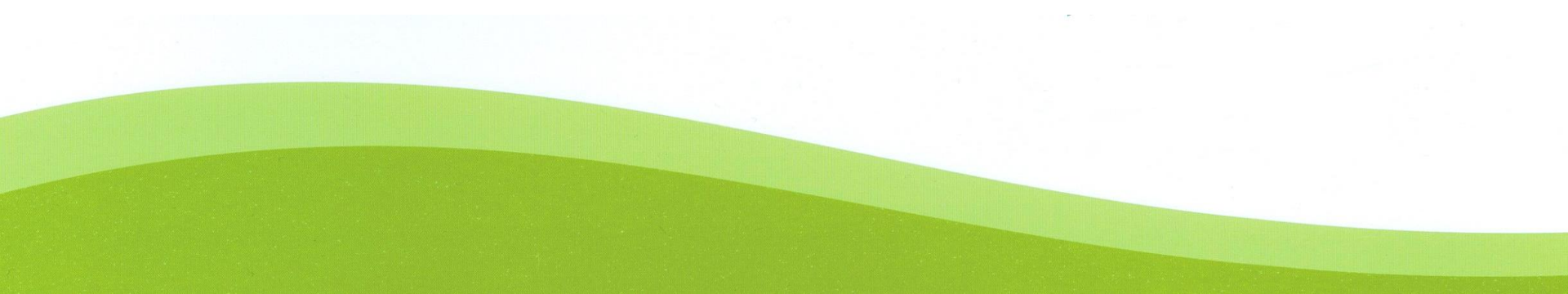
External Locus

Internal Locus



- Other people make decisions for me
- Other people plan my development
- Other people decide my future

- I make my decisions
- I plan my development
- I decide my future



# Introducing PPI

- PPI is a work based personality profiling tool, developed from the original work of Dr. William Moulton Marston
- Both mentees *and* mentors can complete PPI
- Insight for personal reflection and development during the programme
- Personality profiling tools do not measure or predict skills and abilities
- People can develop and use all styles
- Report is confidential

# Personality Performance Indicator (PPI)



## **The questionnaire:**

- Completed online via a link
- 24 questions - 5-7 minutes to complete
- There are no right and wrong answers

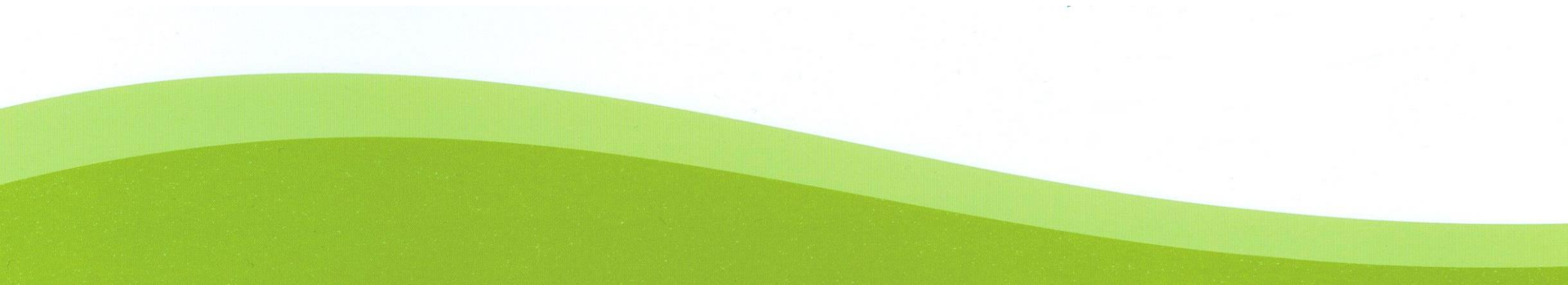
## **The report:**

- Approx. 10 pages
- Measures Dominance, Influence, Steadiness, Compliance
- Profile charts

## **Understanding the results:**

- Class 2 provides information and explanation
- Opportunity to share and ask questions
- Confidential – it is up to the mentee who they share it with
- To be used as a platform for development

**Moving forward together**



# Class dates and venues

## Group 1 – Merseyside

**Class 1:** Weds 23rd October 2019  
**Magenta Living, Birkenhead**

**Class 2:** Weds 4th December 2019  
**Riverside, Speke, Liverpool**

**Class 3:** Thurs 5th March 2020  
**Regenda, Liverpool**

**Class 4:** Weds 20th May 2020  
**Riverside, Speke, Liverpool**

## Group 2 – Manchester

**Class 1:** Tues 22nd October 2019  
**Guinness Partnership, Oldham**

**Class 2:** Weds 11th December 2019  
**Guinness Partnership, Oldham**

**Class 3:** Tues 10th March 2020  
**Mosscafe St Vincent's, Manchester**

**Class 4:** Thurs 14th May 2020  
**Progress Housing, Leyland**

# Enjoy the programme!



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