**WHAT IS MENTORING?**

***“Mentoring is a developmental partnership through which one person shares knowledge, skills, information and perspective to foster the personal and professional growth of someone else.” (University of Southern California)***

DAMA UK has created a mentoring service available to all its individual and corporate members. Mentoring is provided across the full breadth of information & data management disciplines including data quality management, business intelligence, data warehousing, Extract, Transform & Load (ETL), data migration, Data Governance and metadata management.

**WHY DAMA UK?**

DAMA UK is well placed to offer a mentoring service in data management as its membership includes a wide range of data management professionals across the UK whose skill base embraces all the main data management disciplines. The more experienced DAMA members who act as mentors provide impartial, independent mentoring to other members. This is a free service which has been offered to all DAMA UK members since 2011.

**How to request a mentor?**

Prospective mentees should:

1. Complete and submit the Mentorship Application Form in [Appendix 1](#Appendix_1)
2. Familiarise themselves with the Template Mentoring Agreement in [Appendix 3](#Appendix_3), as this will be used to initiate the mentoring relationship.

**DAMA UK MENTORING SERVICE OBJECTIVES**

* To help improve the skills and expertise of all DAMA UK members by growing skills, expertise and best practice across the organisation.
* It is envisaged that both mentor and mentee skills will be enhanced by the mentoring relationship and that these improvements will permeate across the entire organisation.
* To help enhance the professionalism of all DAMA UK members
* To raise the profile of data management specialists across wider UK industry

**MENTORS ARE…**

Any DAMA UK member who feels they have expertise and knowledge in any aspect of data management they are willing to share with others

**MENTEES ARE…**

* Those new to the disciplines of data management, including currently employed people moving into data management for the first time, and students who intend to develop a career in data management (see below)
* Those already in data management who want to further enhance or develop their skills and expertise
* Experienced data management professionals who are already experienced in one or more of the data management disciplines but who are moving into new disciplines

**HOW DO WE KNOW IF THE SERVICE IS WORKING?**

Our KPIs are:

* Number active mentees
* Number of active mentors
* Number of people awaiting mentors
* Number of mentors awaiting mentees
* Turnaround time between request for mentorship and establishing relationship with primary mentor
* Satisfaction of mentees during / after a mentoring relationship
* Satisfaction of mentors

**ESTABLISHING A SUCCESSFUL RELATIONSHIP**

Set expectations at the beginning of the mentoring relationship, and revisit these often:

* Agree how **frequently** to make contact, contact preference and objectives. Typically mentors and mentees meet every 1-2 months
* **Review** how you both feel the mentoring is going. This should form part of the regular agenda; helping you both to ensure that the mentoring activity is meeting its goals and the relationship continues to be constructive
* It’s really important that you respect each other’s **confidentiality.** Remember that anything discussed between mentor and mentee is confidential and should not be shared without permission.
* **Secure Information** – keep any information about the mentor and mentee, like a phone number, somewhere secure.

**SCOPE OF DAMA UK MENTORING SERVICE**

|  |  |
| --- | --- |
| **A MENTOR WILL…** | **A MENTOR WILL NOT…** |
| * Be open, honest and consistent, and provide an outside perspective and constructive feedback
* Help the mentee set objectives and help and challenge them to make decisions and find their own answers, and adopt a non-judgemental appreciation of what the mentee thinks
* Motivate and encourage, but not to the point where there is a false sense of achievement
* Provide contacts and networks to further personal and business development
* Help by sharing their own experience of both failures and successes
* Be a sounding board for ideas
* Assist and encourage the mentee to manage and improve their performance, providing ongoing support
* Prepare for each meeting with the mentee and remain within the agreed contract
* Engage in effective evaluation and reflect on the mentoring experience
* Keep confidentiality
* Stay positive, be motivated, take it seriously, commit
 | * Give direct advice – this would normally be provided by a qualified business advisor or consultant
* Provide a counselling service or other health related interventions
* Provide a coaching service relating to specific tasks
* Supply a training service
* Use jargon or communicate in an unclear way
* Offer 121 career development support
* Take responsibility for success away from the mentee
* Intrude into areas the mentee wishes to keep private
* Create dependency in any way across the relationship
 |

**APPENDIX 1**

**DAMA UK MENTORING PROGRAMME - APPLICATION FOR MENTORSHIP**

Please complete the Mentee application form on the DAMA website:

<https://www.dama-uk.org/Mentoring>

or complete the embedded application form below and email to: info@damauk.org

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**APPENDIX 2**

**DAMA UK MENTORING PROGRAMME - APPLICATION TO BECOME A MENTOR**

Please complete the Mentor application form on the DAMA website:

<https://www.dama-uk.org/Mentoring>

or complete the embedded application form below and email to: info@damauk.org

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**APPENDIX 3**

**DAMA UK MENTORING AGREEMENT**

This sets out the basic agreements for your mentoring relationship. It is up to the mentor and mentee to decide and agree terms.

|  |
| --- |
| **Details of mentoring relationship to be agreed:** |
| Frequency of meetings (approx.) |  |
| Length of meetings (approx.) and suitable venues for meetings |  |
| Cancellation procedure |  |
| Boundaries and confidentiality |  |
| Additional information agreed/discussed (e.g. priorities, areas on which your mentee would find input most useful) |  |

**MENTOR**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MENTEE**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_