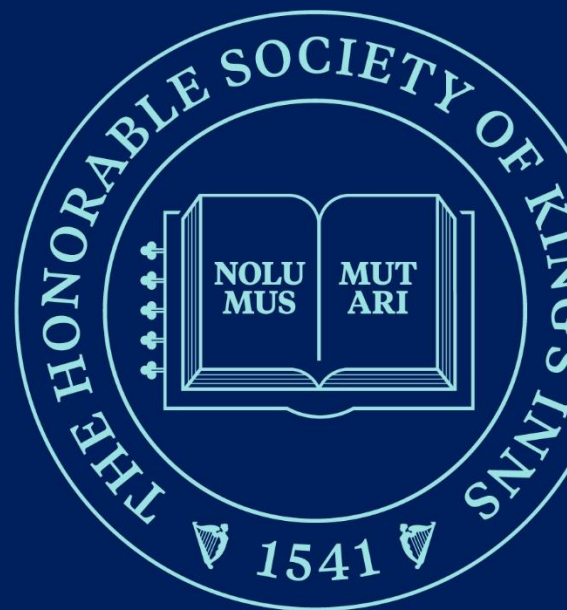


Honorable Society of King's Inns

Mentoring Charter Pilot Programme

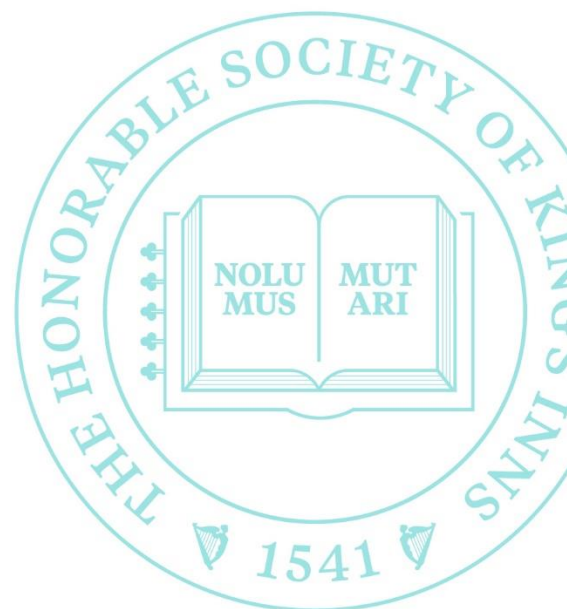
Graduate Members Committee
April 2025

KINGS
INNS¹⁵₄₁



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THE HONORABLE SOCIETY OF KING'S INNS MENTORING CHARTER

The King's Inns mentoring programme exists to connect graduates altruistically in order to share knowledge and experience. As such, everyone involved must first agree to adhere to the King's Inns Mentoring Charter.

For everyone involved:

- A mentoring relationship should begin with the understanding that a Mentor will listen openly and provide advice as they feel appropriate.
- The Mentor may not necessarily be familiar with the Mentee's type of business or career.
- Mentoring should be a partnership. For both parties, it should be a respectful environment but also one which is challenging, inspiring and enjoyable
- Mentoring should not be a chore, should not be stressful or unrealistic and nor should it include any element of inter-trading or sales. As the King's Inns mentoring programme is conducted altruistically, no financial recompense is expected, nor is it necessary to offer any.

ROLES:

Mentor

A mentor acts as an altruistic, wise professional, offering advice and counsel and providing constructive feedback. A mentor listens and offers a mix of encouragement and pragmatic advice, recommends developmental activities, suggests resources and communicates experiences and challenges.

Mentee

A mentee asks questions, listens to the answers and recognises the value in not leaping to the defence of all their own views and actions; is open to the mentor's suggestions but is responsible for their own decisions and development.

GUIDELINES

1. Mentoring is a confidential activity; both parties have a duty of care towards each other and in certain circumstances, either party may feel the need to consult the King's Inns mentoring committee.
2. Mentor and Mentee should respect each other's time and other responsibilities.
3. The Mentee should be clear about what they want from the relationship and communicate this to the Mentor. The King's Inns will communicate the initial requirement and aim to link the Mentee with a Mentor who has the relevant experience or knowledge. Matching is assisted by the completion of both Mentee and Mentors of Programme Information Forms.

4. Either party can end the relationship at any time – having had a respectful conversation to complete the process.
5. The Mentee is not obliged to follow the Mentor's guidance but is asked to be open, interested and engaged in the discussion.
6. We suggest that meetings between Mentee and Mentor should last between one and two hours initially.
7. The length of a mentoring relationship varies between pairings. It may be a one-off meeting, several meetings or an ongoing relationship. This will be determined by the nature of the mentoring requirement and the time availability of the Mentor. The King's Inns will attempt to establish the time requirement from the outset in order to match the most appropriate Mentor and Mentee.
8. The frequency of subsequent meetings, if any, should be agreed by Mentee and Mentor at the first meeting. It is recommended that, at a minimum, you meet for 1 hour every one to two months.
9. The nature of future contact (face to face, email, telephone) should be agreed by Mentee and Mentor at the first meeting. It is expected that the Mentee initiates the meeting.
10. Mentor and Mentee should make adequate preparation for meetings.
11. A representative from the King's Inns will contact you periodically for an update on the progress of the mentoring relationship for reporting purposes.

MENTEE FORM
Strictly private & confidential
King's Inns Mentoring Programme

The information on this form will be used to find you a suitable mentor. It will be shared with your mentor and will also be held on record by the King's Inns, for mentoring purposes only. This information will not be distributed to anyone, except your nominated mentoring partner. By completing and emailing your completed form, you understand and accept that the information will be retained for this purpose. Email your completed form to mentoring@kingsinns.ie.

Name:

Email:

Telephone number:

Year in which you graduated from the King's Inns:

Current occupation:

Number of years in this occupation:

Location:*

Please note that location is used as part of the mentor/mentee matching process, in order to enable face to face meetings.

What would you most like to gain from participating in the mentoring programme?

Do you have any preferences about what you are looking for from a mentor?

What goals/issues would you most like to discuss with your mentor? (select all that apply)

- ☐ Career change
- ☐ Communication and influencing skills
- ☐ Confidence building
- ☐ Equality issues
- ☐ Exploring external employment opportunities
- ☐ Finding your advocacy/negotiation style
- ☐ Making partner/promotion
- ☐ Raising your professional profile
- ☐ Resilience / coping with challenges
- ☐ Returning to work after maternity leave or career break
- ☐ Self-awareness (how your behaviour contributes to success/failure)
- ☐ Starting your own practice or business
- ☐ Time management/goal setting
- ☐ Team motivation & management
- ☐ Work/life balance
- ☐ Other. Please specify.

Please provide a brief (less than 250 words) overview of your career and educational history to date. Please list achievements, positions, dates and places.

MENTOR FORM
Strictly private & confidential
The King's Inns Mentor Programme

The information on this form will be used to match you with a suitable mentee. Please note that your completed form will be given to your mentoring partner and will also be held on record by the Kings Inns, for mentoring purposes only. This information will not be distributed to anyone, except your nominated mentoring partner. By completing and emailing your completed form, you understand and accept that the information will be retained for this purpose. Email your completed form to mentoring@kingsinns.ie.

Name:

Email:

Telephone number:

Firm/Organisation:

Location:

Please note that location is used as part of the mentor/mentee matching process, in order to enable face to face meetings.

Number of Years career experience (please detail any breaks also):

Qualifications:

What would you most like to gain from participating in the mentoring programme?
Do you have any preferences about what you are looking for from a mentee?
What goals/issues would you most like to discuss with your mentee? (select all that apply)

- ☐ Business Development
- ☐ Career change
- ☐ Communication and influencing skills
- ☐ Confidence building
- ☐ Equality issues
- ☐ Exploring external employment opportunities
- ☐ Finding your advocacy/negotiation style
- ☐ Making partner/promotion
- ☐ Raising your professional profile
- ☐ Resilience / coping with challenges
- ☐ Returning to work after maternity leave or career break
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- ☐ Starting your own practice or business
- ☐ Time management/goal setting
- ☐ Team motivation & management
- ☐ Work/life balance
- ☐ Other. Please specify.