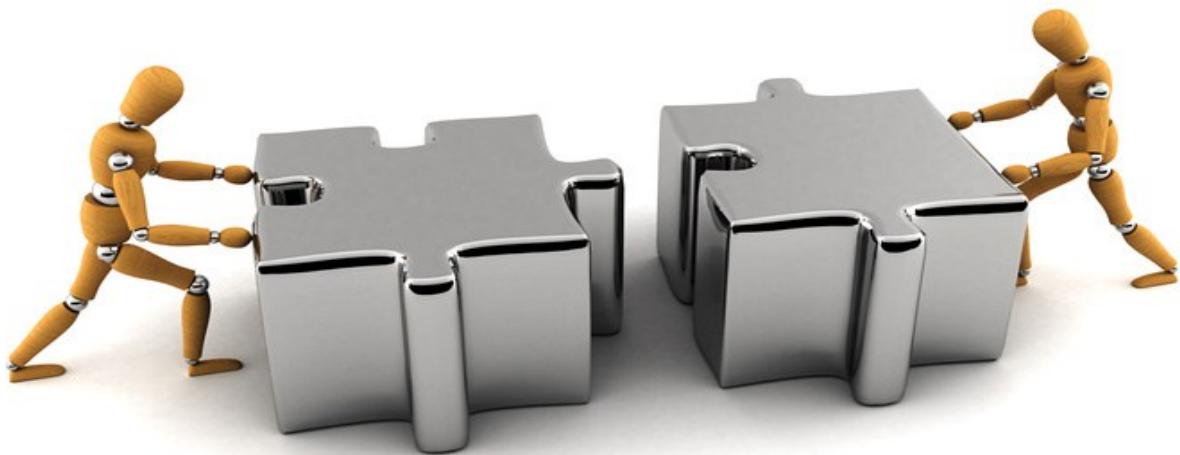


Staff mentoring @ SU



A guide for mentors and mentees

www0.sun.ac.za/hr/mentoring



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

We hope to achieve the following specific outcomes:

- Orientation to SU
- Enhancing the desired organisational culture
- Managing expectations for performance
- Enabling professional and personal networks to be developed
- Assistance in identifying sources of support
- Creating balance between professional roles and between work and family life
- Assisting individuals with career advancement, self-development and continuous professional development
- Contribute to effective succession planning
- Improve career satisfaction
- Help individuals cope with change
- Contribute to knowledge transfer and knowledge continuity in SU

Introduction

Stellenbosch University recognizes the value of mentoring as an instrument of organizational learning and as a key activity within the University's overall approach to staff learning and development. This booklet will provide you with information about the SU mentoring programme as well as with guidance on how best to develop an effective mentoring relationship.

Mentoring @ SU

The SU staff mentoring programme aims to provide a structure for mentoring initiatives in order to optimally support staff in the pursuit of career development goals.

What is mentoring?

Mentoring is a sustained, voluntary, supportive relationship between an experienced person (mentor) and another who is less experienced (mentee), where the mentor shares the benefits of their experience and their understanding of the values, goals, practices and culture of the organization. The primary goal is the nurturing, guiding and supporting of the mentees' personal and professional development.

Who can be a mentor?

All staff members of 60 years and older who are continuing to work are expected, as part of their employment contracts, to make themselves available as potential mentors. Individuals who are passionate about the career development of others and who want to become a mentor can volunteer. The mentor is not normally the mentees' line manager.



Visit www0.sun.ac.za/hr/mentoring for a variety of tools, templates and other resources available to both mentors and mentees.

On this page you will also find profiles and contact details on the various mentors available.

For further enquiries:

Almene Potgieter

Human Resources

Tel: 021 808 4590

Email: ap@sun.ac.za

Who can be a mentee?

The mentoring programme is available to all staff. Mentoring is particularly suitable for the following groups:

- Newly appointed staff
- Staff new to a role
- New managers
- Staff with professional development needs

How long does the relationship last?

Typically at least 12 months, with meetings taking place once a month.

Training and support for mentors

All mentors will receive training (2 days followed by a 1-day follow-up session). Mentors will also have access to articles, tools and templates as well as other resources as provided by HR. Visit www0.sun.ac.za/hr/mentoring for more information.

Training and support for mentees

A one-day orientation session will be held for mentees. **Visit-** www0.sun.ac.za/hr/mentoring for more information.

Matching of mentors and mentees

A list of all potential mentors (with a short profile) will be available to mentees. Mentees can approach various mentors and set up a meeting to explore the possibility of a mentoring relationship. Visit [www0/sun.ac.za/hr/mentoring](http://www0.sun.ac.za/hr/mentoring) for more information.



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Benefits for the mentee

- Greater clarity about personal development and career goals
- Discussing issues in an open and non-threatening environment
- Access to role models
- Being challenged constructively
- Improved networking
- Transfer of knowledge

Benefits for the mentor

- Development of self-awareness
- Acceleration of own learning
- Greater understanding of other areas of the university and other cultures
- Provides an opportunity to give something back

The role of HR

- Training of mentors and mentees
- Support the matching process
- Provide on-going support to mentors and mentees
- Evaluation of the programme

2014 Training dates

MENTORS:

- 13 & 14 March; follow-up 13 June/September
- 14 & 15 August; follow-up 31 October

MENTEES:

- 16 May
- 5 September