



iCAN

INSURANCE
CULTURAL
AWARENESS
NETWORK

iCAN INspire Mentee Pack

TOGETHER, WE CAN CREATE ACTION

Welcome to iCAN INspire

iCAN INspire is a self-service mentoring initiative developed for iCAN members to give them access to senior and executive mentors from across the insurance industry and beyond to build relationships, learn from valuable mentors and open up new opportunities.

iCAN INspire is hosted on a platform called PushFar, and their matching software will connect you with the right mentor(s) based on the level of support you require. You can meet a mentor who will help you expand your abilities in many areas including:

- ⊗ Career progression
- ⊗ New roles
- ⊗ Managing challenges within your current role
- ⊗ Exposure and understanding of other roles
- ⊗ Personal growth
- ⊗ Act as a sounding board
- ⊗ Goal-setting
- ⊗ Provide accountability
- ⊗ Leadership skills
- ⊗ Career path - help with direction / options
- ⊗ Technical experience
- ⊗ Increasing confidence
- ⊗ Support in exams and studying
- ⊗ Growing your network
- ⊗ Developing new skills

How to be a good mentee

A mentee is a person who receives advice, training and/or guidance from a more experienced individual known as a mentor over a period of time, and in a manner that supports the mentee's professional development.

If you are searching for a mentor for the first time, this will be a new and exciting challenge for you. Our advice is to ensure that you commit to getting the most out of the mentor-mentee relationship through appropriate preparation and follow up actions. Remember that as the mentee, you should take the initiative in planning each session with your mentor, preparing your questions, and communicating clearly.



Here are some top tips for ensuring you have a successful mentoring relationship and get the best out of being a mentee.

- ⊗ Take responsibility for your own learning. Your mentor is not there to do the work for you; they are there to help you do your work better.
- ⊗ Be respectful of your mentor's time. Remember that your mentor is a volunteer, and they are taking time out of their own schedules to support you to develop and grow.
- ⊗ Set realistic expectations with your mentor. Agree ground rules of the relationship in advance, in particular, length of mentorship, methods/times of communication and keep these rules in mind for the duration of the mentee/mentor relationship.
- ⊗ Come to each meeting with a prepared agenda. You may wish to share the agenda with the mentor in advance of the meeting so they are aware of the focus of discussions for the session in advance.
- ⊗ Be open about your needs and provide feedback to your mentor. Like any relationship, you will need to develop trust in your mentor. This will allow you to communicate more freely and ensure a successful mentorship.
- ⊗ Be proactive. Ask questions, follow up on actions, don't be afraid to disagree and take notes. Remember that you are in the driving seat in the mentor-mentee relationship.
- ⊗ Recognise your mentor's limitations. Your mentor will not have an answer for everything. Focus on the areas where they can help you and don't hesitate to ask them for recommendations of others with the skills you are still looking for.
- ⊗ Be open minded, willing to learn and adaptable.
- ⊗ Be yourself, enjoy the experience and always remember to say "thank you"!

Step 1: Registration

Congratulations on taking this important step in your career and putting yourself forward as an iCAN mentee!

The iCAN INspire mentorship platform uses www.pushfar.com for our members to register as mentors or mentees. The platform contains a wealth of information and features a wide variety of tools to support your mentoring relationship. Once registered, we recommend you spend time exploring the options available, to make the most of what the platform has to offer.

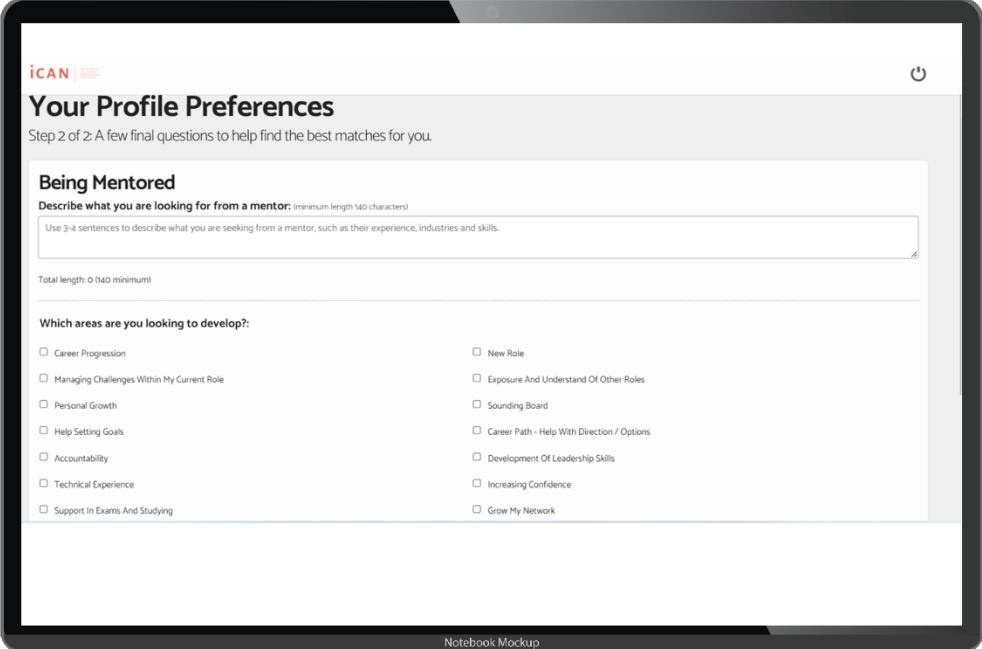
You will have received a link to start your registration, please click on the link below or visit <https://www.pushfar.com/mentee-registration/lp309ONF7a/>

[BECOME A MENTEE](#)

The link will lead you to a registration page, as shown in the image below.

The image shows a laptop screen displaying the iCAN registration page. The page has a white background with a grey header. In the top left corner, the iCAN logo is visible. In the top right corner, there is a link for 'Already registered?' and a 'Login' button. The main heading is 'Registration' in a bold, black font. Below the heading, it says 'Step 1 of 2: Your Profile'. The registration form is divided into two columns. The left column contains the following fields: 'First Name', 'Email Address', 'Town or City', 'Company or organisation', 'What is your ethnicity?', 'What is the type of organisation that you currently work in?', and 'Are you looking for a specific gender for your mentor?'. The right column contains: 'Surname', 'New Password' (with a note 'must be at least 8 characters long'), 'Job Title', 'Introduce Yourself in a Sentence', and 'What professional area do you have experience in?'. There are also two additional text boxes for 'If you answered "other" to the question "what is your ethnicity" - please provide your answer below:' and 'If you answered "other" to the question "what type of organisation do you work in" - please provide an answer below:'. The laptop is a dark grey color and is shown from a slightly elevated angle.

You will then indicate the areas you would like to be mentored in. Be truthful and specific about what you are looking for in a mentor as this will help match you with the right person.



iCAN

Your Profile Preferences

Step 2 of 2: A few final questions to help find the best matches for you.

Being Mentored

Describe what you are looking for from a mentor: (minimum length 140 characters)

Use 3-4 sentences to describe what you are seeking from a mentor, such as their experience, industries and skills.

Total length: 0 (140 minimum)

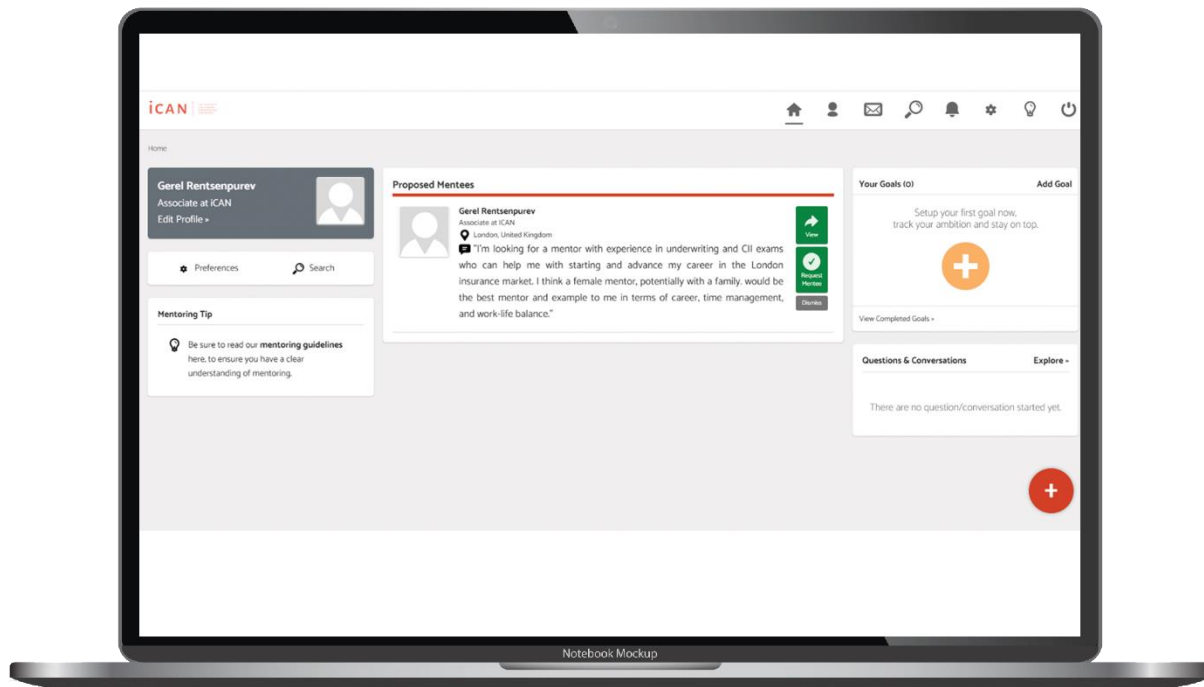
Which areas are you looking to develop?:

<input type="checkbox"/> Career Progression	<input type="checkbox"/> New Role
<input type="checkbox"/> Managing Challenges Within My Current Role	<input type="checkbox"/> Exposure And Understand Of Other Roles
<input type="checkbox"/> Personal Growth	<input type="checkbox"/> Sounding Board
<input type="checkbox"/> Help Setting Goals	<input type="checkbox"/> Career Path - Help With Direction / Options
<input type="checkbox"/> Accountability	<input type="checkbox"/> Development Of Leadership Skills
<input type="checkbox"/> Technical Experience	<input type="checkbox"/> Increasing Confidence
<input type="checkbox"/> Support In Exams And Studying	<input type="checkbox"/> Grow My Network

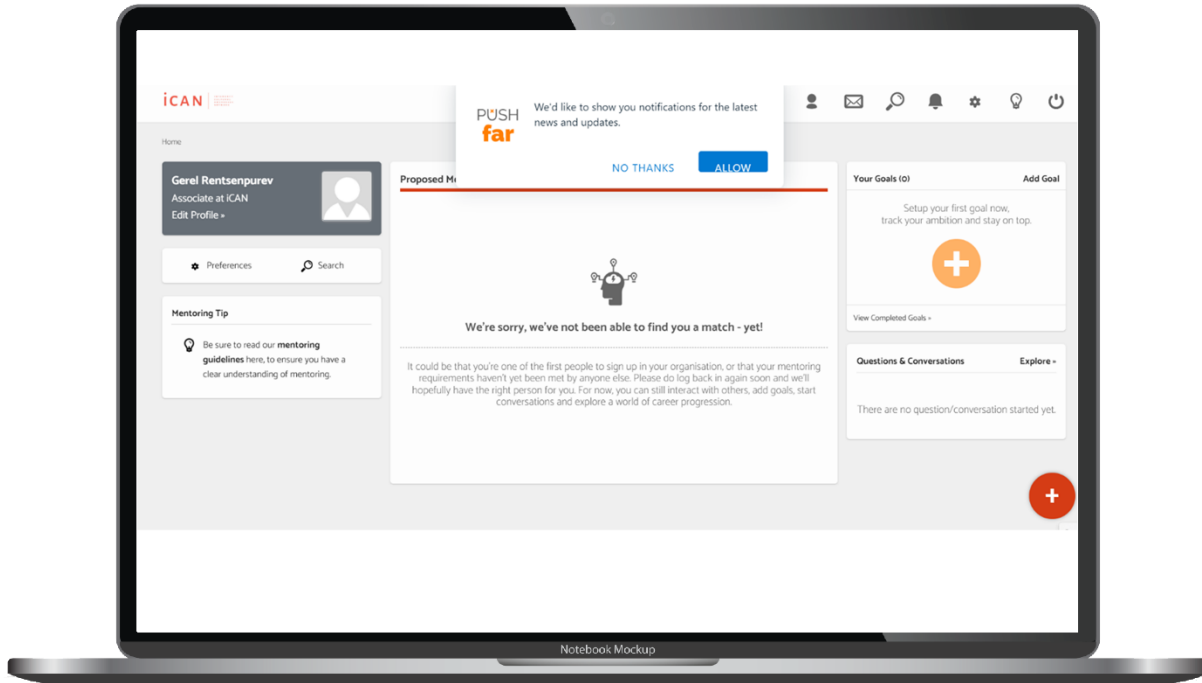
Notebook Mockup

Step 2: Find your mentor

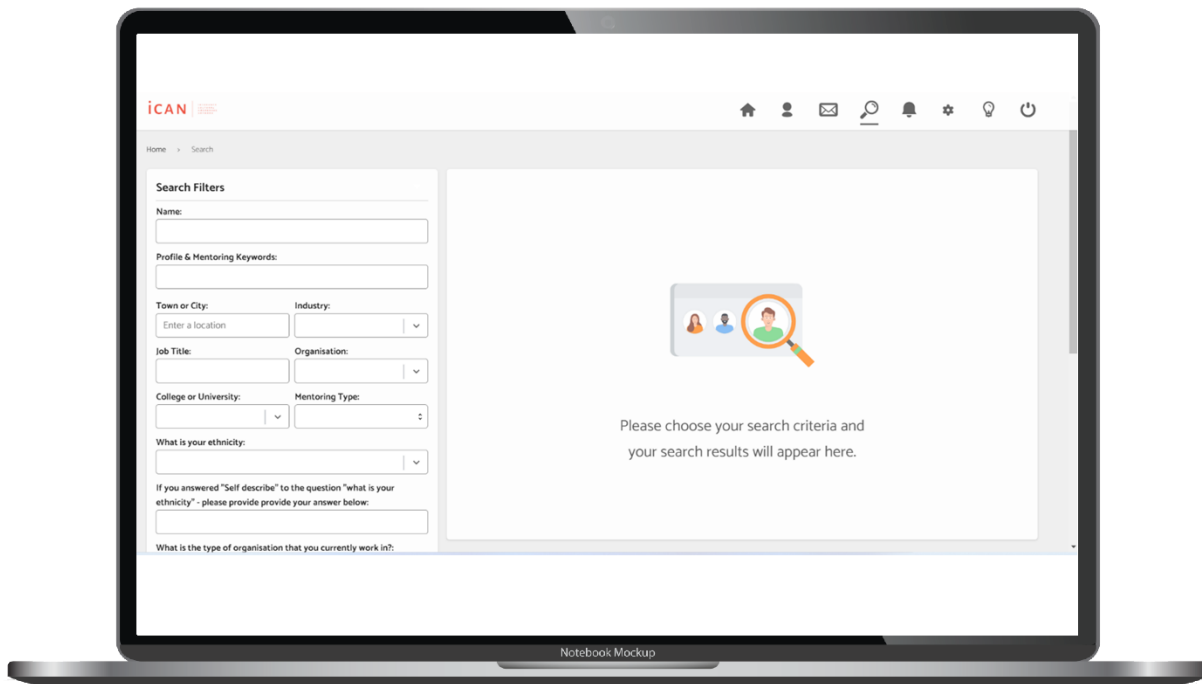
Once you have registered on the platform, you will have a dashboard with your profile. You can edit your preferences, profile details and password at any time. Once your profile is set up, the system will identify mentors who best match your needs. Any such matches will be shown on your main page.



If you currently don't have any matches, please be patient, you will be notified as soon as you are matched with a potential mentor.

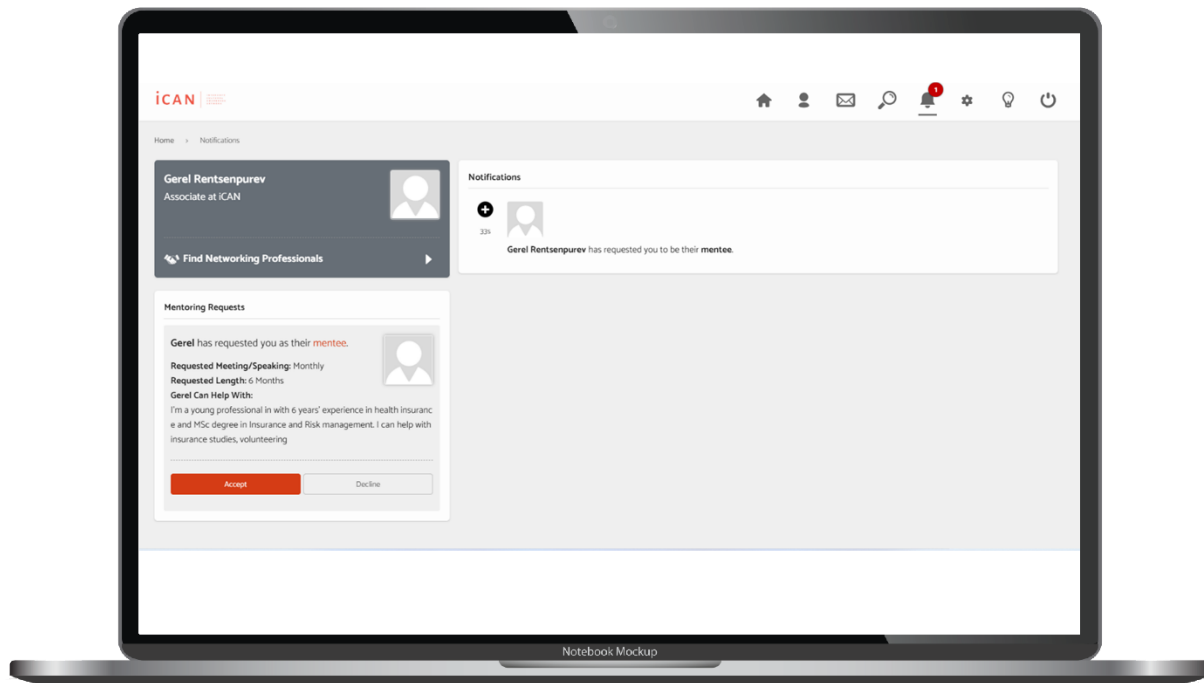


You are also able to filter your searches to find specific information.



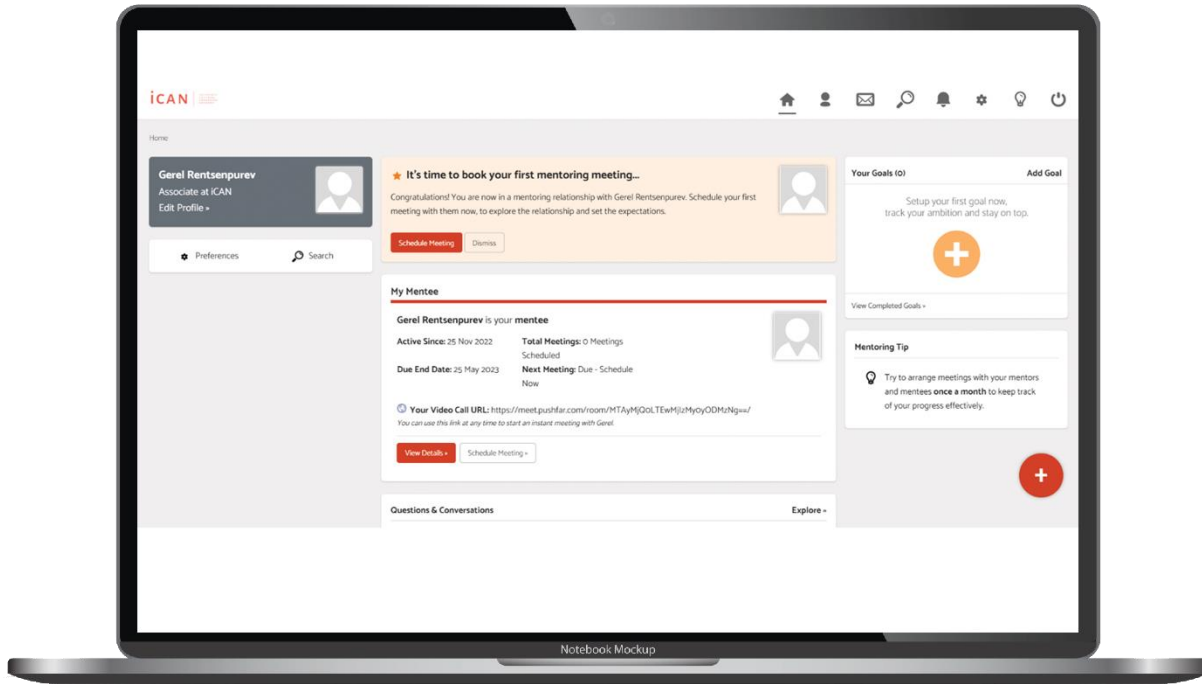
Step 3: Setting up the mentoring relationship

Once there is a mentor with the skillset you prefer available, your profile will be automatically shared with them. If that person accepts to be your mentor, you will receive a proposal with the preferred style of the mentor. Simply press the “accept” button.



Once you are connected with your mentor, a table in the platform will highlight all the information about your mentoring relationship. As time goes on, this will reflect when the mentoring relationship started, how many times you have met and links to your virtual meetings. If you choose to meet in person, then it will reflect that information too.

The platform supports you through this journey – don't be afraid to use it!





The introductory call or meeting

The first meeting is an important opportunity to establish a great first impression and engagement with your mentor. You may already be confident in how you want to approach this meeting, but if you would like guidance, and best practice on how to prepare for that first interaction, we have prepared a checklist to help you prepare and plan.

Preparation is key!

Before the first meeting

- ⊗ Find out more about your mentor by checking their digital footprint e.g. LinkedIn, their company website, or even wider industry activities – conferences, media interviews, etc Also acquaint yourself with their profile on the INspire platform.
- ⊗ Send a quick message introducing yourself, perhaps with a short bio – just a couple of paragraphs. Do not just copy and paste from your CV – consider what may be useful information that gives them insight into you, your career and your goals.
- ⊗ Think about what you want to get out of the mentoring relationship – why are you here and where do you want to be in six months. Write this down.
- ⊗ Think about how your mentor could assist you in your goals. Write this down.

At the first meeting

- ⊗ It is important to give your mentor your full attention when you are meeting them – ensure you can have the conversation in a private environment, without interruption.
- ⊗ Agree parameters and expectations of the relationship e.g., frequency and length of meeting, in person/virtual.
- ⊗ Allow each other time to formally introduce themselves. Your mentor may want to go first. If you go first, don't forget to thank your mentor for agreeing to mentor you. Give a brief overview of your career and experience.
- ⊗ Discuss what you are looking for in the mentor/mentee relationship and agree broad goals. Go to your meeting prepared with at least two key goals. During discussions this can be better refined.

- ⊗ Discuss and agree how you will track progress. Remember that you are the key driver in the mentor/mentee relationship, so take ownership of keeping track of this. As highlighted previously, use the INspire platform to support your conversations.
- ⊗ Assure the mentor that any information shared during your sessions will remain confidential and will not be discussed with others without the mentor's explicit permission.
- ⊗ Agree when you will next meet, and highlight that you will share a summary of what was discussed and set up the next engagement.

After the first meeting

- ⊗ Think about what was discussed at the first meeting.
- ⊗ It can be useful to send a summary of any actions agreed to your mentor in order to reaffirm you are on the same page and support accountability.
- ⊗ Schedule the next meeting and plan how you are going to achieve the agreed goals.
- ⊗ If you have not already done so, connect with your mentor on LinkedIn.

Catch up at regular intervals

- ⊗ Your mentor will likely provide their thoughts on the frequency, duration and type of meetings.
- ⊗ Go through what you have achieved and done since the last meeting.
- ⊗ Consider where there may be sticking points and challenges.
- ⊗ Consider with your mentor how the goals set are being met.
- ⊗ As highlighted, at every meeting, it is important to give your mentor your full attention when you are meeting them.
- ⊗ Consider with your mentor what you would like to achieve before the next meeting. You or your mentor may want to focus on a particular issue, so try to be flexible, as there is no prescribed formula to mentoring.
- ⊗ Having clear, actionable objectives and goals is sometimes, but not always, the best way to do this.
- ⊗ It is important to regularly sense check with your mentor that the relationship is adding value for both of you – have an open discussion at regular intervals, and adjust approach as appropriate.

Ending a mentoring relationship

It is advisable to agree the length of a mentoring relationship in advance. However, in many cases, a mentoring relationship may end by either both or one party not engaging in the conversation or where they may decide to stop arranging further meetings and/or setting further goals.

The ideal way to end a mentoring relationship, particularly from the mentee's perspective, is to agree a final meeting. At this meeting, the mentor and mentee should acknowledge learnings and achievements during the mentorship.

They should both consider the main highlights of the relationship and end it with a thank you. Although the mentorship relationship has ended, the mentee and mentor can stay connected as it is always important to maintain relationships with the people and build your networks throughout your career journey.

Any questions? Get in touch!



www.i-can.me



contact@i-can.me



[LinkedIn](#)

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