



iCAN

INSURANCE
CULTURAL
AWARENESS
NETWORK

iCAN INspire Mentor's 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, support personal and career development, 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 mentee(s) based on the level of support you can offer. You can help mentees expand their abilities in many areas including:

- ⊗ Career progression
- ⊗ New roles
- ⊗ Managing challenges within the mentee's current role
- ⊗ Exposure and understanding of other roles
- ⊗ Personal growth
- ⊗ Sounding board
- ⊗ Goal-setting
- ⊗ Provide accountability
- ⊗ Leadership skills
- ⊗ Career path - Help with direction / options
- ⊗ Technical experience
- ⊗ Increasing confidence
- ⊗ Support in exams and studying
- ⊗ Growing their network
- ⊗ Developing new skills

How to be a good mentor

A mentor is an experienced individual who is able to offer knowledge, and advice to others with less experience in those areas, over a period of time, and in a manner that supports the mentee's professional development.

If you are registering as a mentor for the first time, this will be a new and exciting challenge for you. Our advice is to try to be a good listener/sounding board, be flexible, value diversity of perspectives, be knowledgeable, non-judgmental and be able to give open, honest and constructive feedback. This will support your mentoring relationship and help both you and the mentee get the most out of the mentorship.



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

- ⊗ Use the pre-programmed list in PushFar to help you to decide in advance what you are able to support your mentees with.
- ⊗ Once you are matched, get to know your mentee, understand what they want and build a rapport with them. Goal setting is key.
- ⊗ Manage each other's expectations. Set up ground rules of the relationship in advance, in particular with methods/times of communication and keep them in mind for the duration of the mentee/mentor relationship.
- ⊗ Let the mentee lead and encourage them to do so. Prior to your meetings, the mentee should let you know what they wish to discuss.
- ⊗ Actively listen to your mentees and encourage them to find solutions/options. You don't always need to be the person with answers.
- ⊗ Provide feedback to your mentees. This will help them overcome any challenges.
- ⊗ Share ideas and contacts – this will expand the mentees network and yours!
- ⊗ Be yourself and enjoy the experience!
- ⊗ Please can we ask you to check your profile is pointing to the correct email and notifications are enabled. We are asking all our mentors to get back to any mentor requests within 3 days.
- ⊗ Please make sure you update your capacity for taking on new mentees by clicking "pause mentoring" in the preferences on your profile if you are at capacity for a little while.

Step 1: Registration

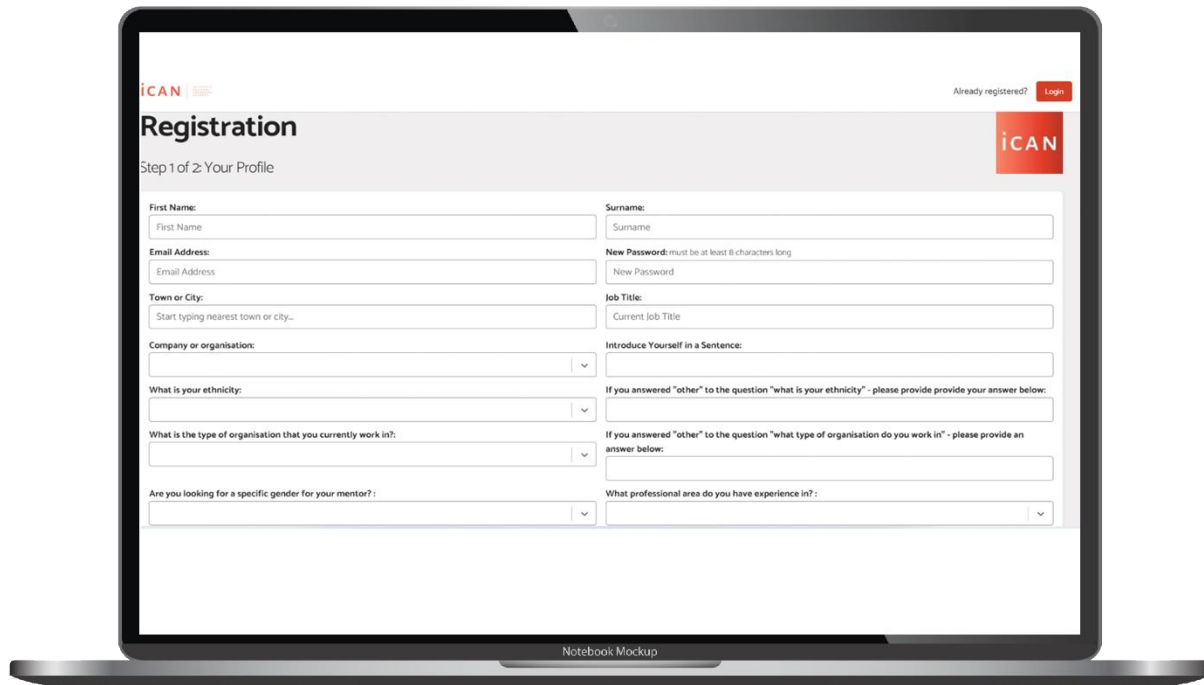
The iCAN INspire mentorship platform uses www.pushfar.com for our members to register as mentors or mentees.

We really appreciate your time, effort, and willingness to become an iCAN Mentor.

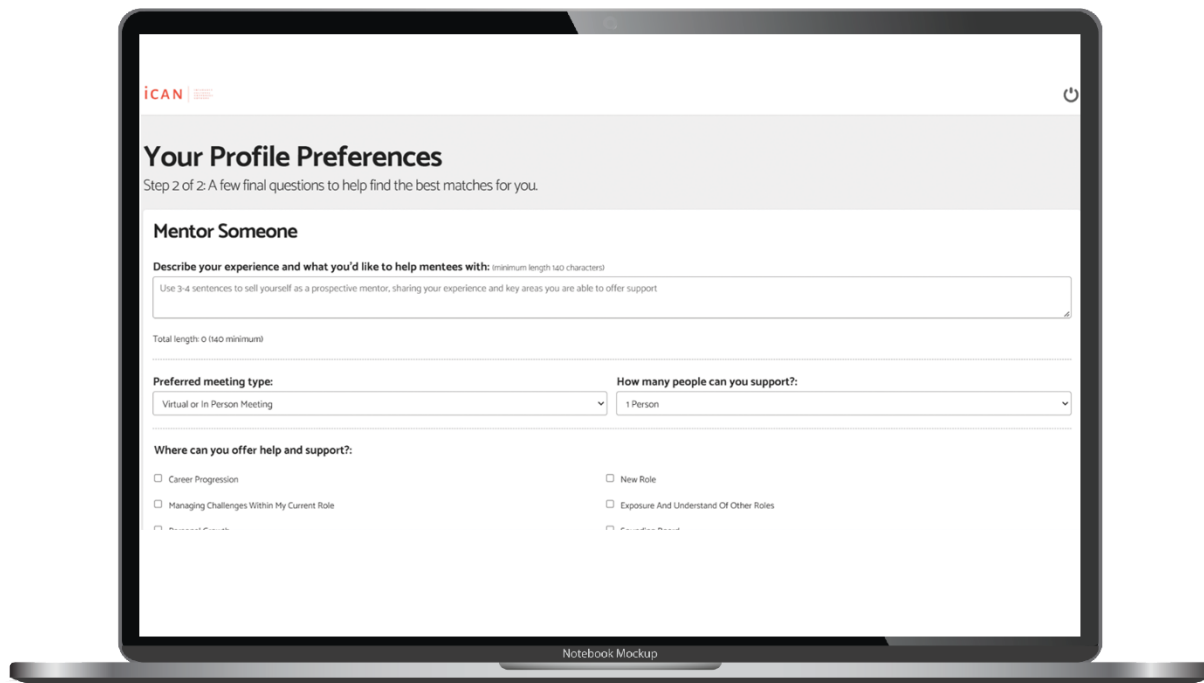
You will have received a link to start your registration, please click on the link below or visit <https://www.pushfar.com/mentor-registration/lp3O9ONF7a/>

[BECOME A MENTOR](#)

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

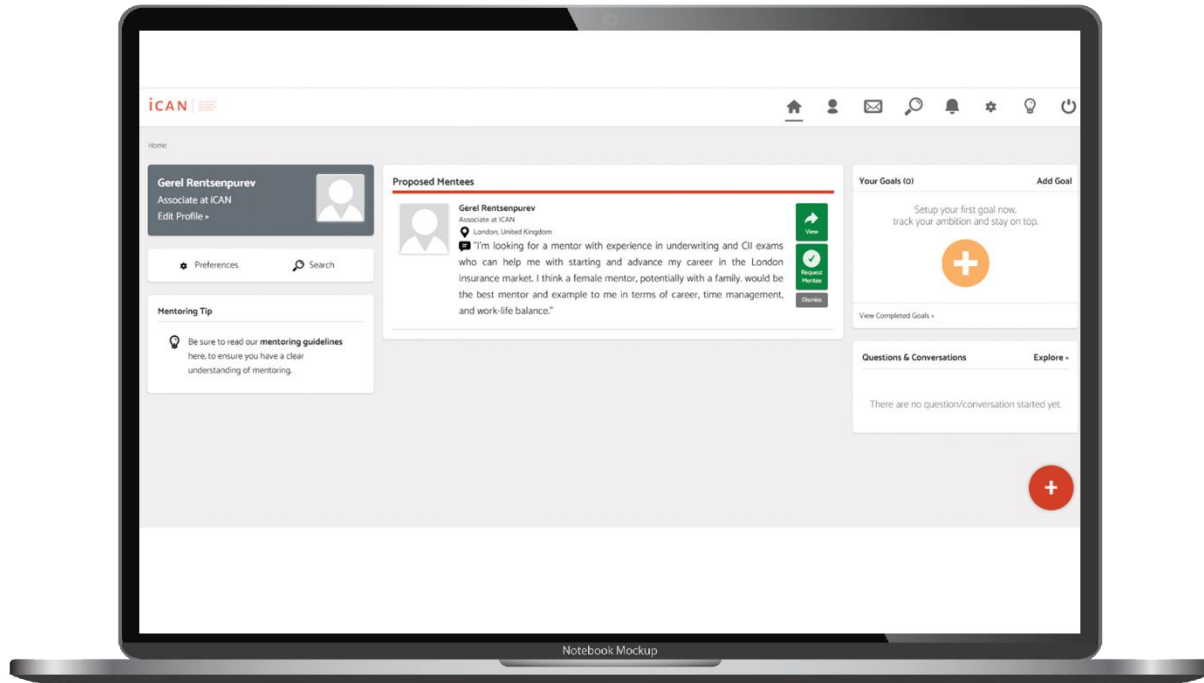


Please be specific about your experience, preference and time that you can spend on the mentorship by indicating the meeting type, and how many people you can support at the same time.

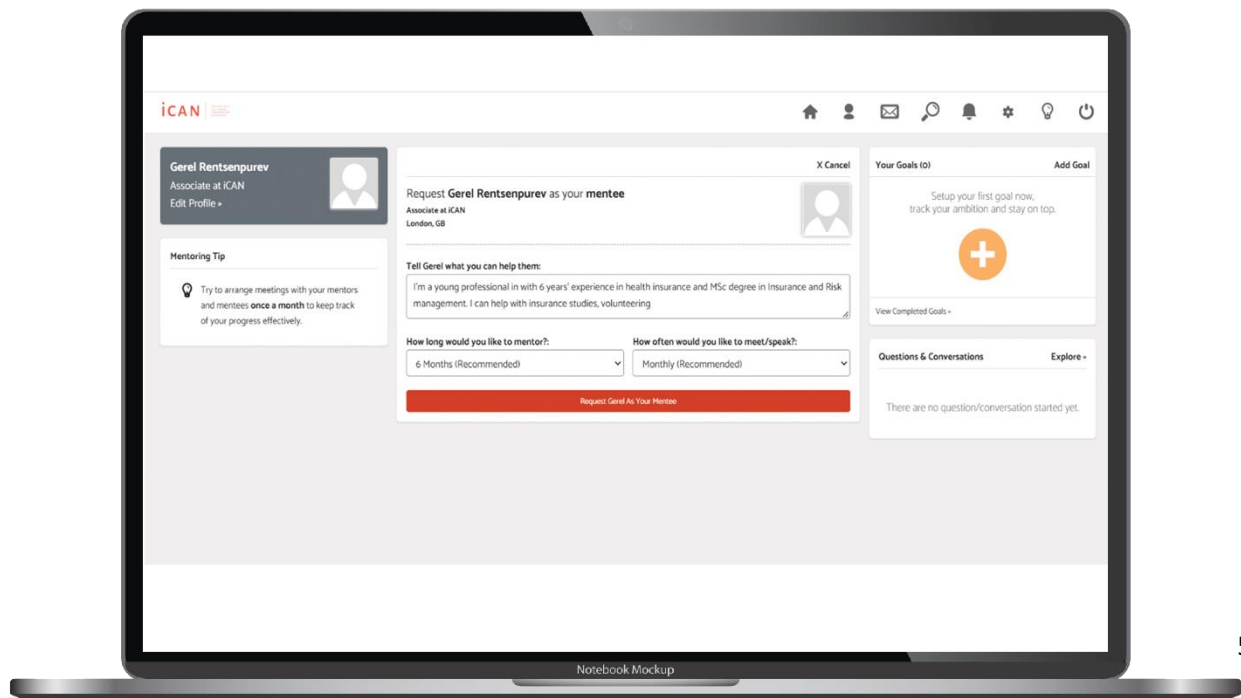


Step 2: Match/Choose your mentee

Once you have access to the platform, you will see the potential mentees' information on your home section. The mentees will be those who match the areas you have specified as offering to support. To choose your mentee you can have a detailed look at their profile and, if satisfied, you can provide support, click on 'Request Mentee' to accept them as a match.

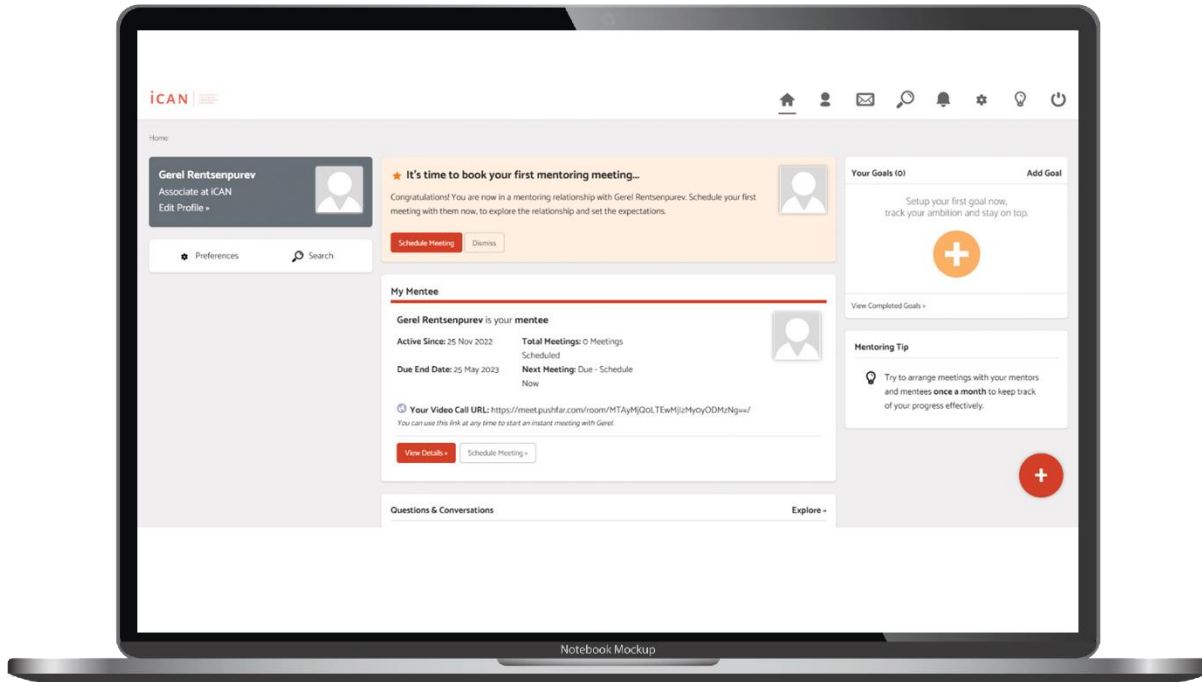


When you send the request, you can choose your preferred duration and frequency of meetings.



Step 3: Setting up the mentoring relationship

Your mentee's information will appear in your home section with a link for a virtual call. Of course, you can set an in-person meeting if you prefer just by writing a message to your mentee.





The introductory call or meeting

Some mentees are confident and will take the initiative to approach the mentor first and explain their needs. But if your mentee doesn't reach out to you, please feel free to take the initiative and contact them. This will help your mentee overcome any potential nervousness.

Preparation is key for your first meeting.

Before the first meeting

- ⊗ Send a quick message introducing yourself.
- ⊗ Ask your mentee to provide you with a short bio introducing themselves.
- ⊗ Think about what you can offer, considering your own strengths and weaknesses.
- ⊗ Think about what you want to get out of the mentoring relationship – it's a mutually beneficial opportunity.

At the first meeting

- ⊗ 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. You may want to start first, thanking the mentee for their bio and giving the mentee a brief overview of your career and experience. Then allow the mentee to do the same.
- ⊗ Discuss what the mentee is looking for and agree broad goals. Remember you can take notes!
- ⊗ Remind the mentee that they are the key drivers of the mentor/mentee relationship and they will get as much as they put in.
- ⊗ Remind the mentee that sessions are confidential and anything discussed will not be shared without the mentee's explicit permission.

After the first meeting

- ⊗ Think about what was discussed at the first meeting.
- ⊗ If the mentee has not done so, remind them to schedule the next meeting.
- ⊗ Share any relevant articles, news, tips with your mentee where possible.

Catch up at regular intervals

- ⦿ As a mentor, you can decide the frequency, duration and type of meetings.
- ⦿ Go through what your mentee has achieved and done since the last meeting.
- ⦿ Consider where there may be sticking points and challenges that have been faced.
- ⦿ Consider with your mentee how are the goals they have set are being met.
- ⦿ It is important to give your mentees your full attention when you are meeting them.
- ⦿ Consider with your mentee what they would like to achieve in the month ahead and before the next meeting. They 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.

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 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



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