



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION

CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

ITIA MENTORING PROGRAMME

What is mentoring?

Mentoring is a one-to-one relationship, usually over an agreed period of time, in which an established professional person (mentor) provides support, guidance and practical help to a less experienced person (mentee).

It is a voluntary relationship, which the mentee and/or mentor can end at any time.

Mentoring is a way of enabling the mentee to gain the skills, knowledge and confidence to perform at a higher level, and of giving them access to impartial, non-judgmental guidance and support.

What is the role of the mentor?

The mentor's role is to listen, share knowledge and experience and to support and guide the mentee. It is also to provide honest and constructive feedback, ask relevant questions and provide a different perspective. The aim is to help the mentee to tap into his/her own resources in order to achieve the purpose of the mentoring relationship.

What is the role of the mentee?

The role of the mentee is to be clear about the questions or issues that have encouraged him/her to explore mentoring in the first place, to be receptive about the feedback provided by the mentor, but also to be prepared to discuss and question it. Overall, the mentee should see the mentor input primarily as a basis for reflection on the issues or questions that underlie the mentoring relationship.

Who can be a mentor at the ITIA?

Professional and Associate members are invited to act as mentors.

Who can be a mentee at the ITIA?

Any member of the association (Professional, Associate, Student, Honorary) may avail of the mentoring programme.

What areas are addressed in the mentoring programme?

The subject areas addressed will ultimately be dictated by need on the side of the mentees and available expertise on the side of the mentors. However, we envisage the following being some of the more common areas, and in addition more specific areas within those domains:

- Actual translation (feedback on translations, e.g. specific subject area, or general translation issues)
- Conference interpreting (e.g. how to get started as a conference interpreter)



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- Community interpreting (e.g. how to get started, what to expect, ethical issues)
- the business aspect of freelance work (tax returns, invoicing, pricing)
- marketing / advertising
- CVs
- Adding areas of specialisation
- Machine Translation Post Editing (MTPE)
- Audiovisual translation

Is there a fee for mentoring at the ITIA?

The mentoring programme is free of charge. The mentors are not charging for their time and input.

How can I register either as a mentor or mentee and what happens then?

- 1) Please complete the form which can be downloaded from the ITIA website: <https://www.translatorsassociation.ie/mentoring-programme/>
- 2) Please send the completed form to: mentoring@translatorsassociation.ie
- 3) Based on the information provided, the ITIA will endeavour to match the mentee (based on the stated area of interest) with a mentor (based on the stated skills and experience offered).
- 4) The ITIA will contact the proposed mentor and mentee. If both agree to enter the relationship, they correspond by email to begin the actual process, discuss the topics suggested below before entering the relationship, and both agree to observe the mentor-mentee agreement.
- 5) If all goes well, mentor and mentee work together over the agreed period and successfully conclude the mentoring relationship.
- 6) The ITIA asks all involved to complete a short anonymous survey at the end of the mentoring period so that the success of the mentoring programme to be assessed and any necessary adjustments to be made going forward.
- 7) In the event that the mentoring relationship needs to be ended prematurely, perhaps because the intended goal is achieved earlier than expected, or expectations are not met, the ITIA will contact mentor and mentee. There will be no pressure on either mentor or mentee to continue the mentoring relationship if the other party does not wish to do so.

Topics to discuss before entering the mentor-mentee relationship

- How often and how long to meet for. An hour is fairly standard, but the time should be in line with individual needs. Time restrictions of each party should be respected.
- How many meetings and over what period of time. The time period is generally anything from 3 months to 12 months. This is generally agreed at the first meeting.



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- Where to meet. Currently, the main possibility is online and this may remain the primary means of meeting if mentor and mentee are geographically distanced. However, once COVID-related restrictions are lifted and mentor and mentee wish to meet face to face, somewhere neutral is usually preferable and should be a place where the mentee will feel confident and secure enough to discuss their concerns.
- Communication between meetings. It is important to agree how much communication is acceptable between meetings, if any, and how this can be done, email, telephone etc.
- Agree on whether notes are to be kept about each meeting and if so, who will keep them. Perhaps both mentor and mentee or a rotating system.
- Discuss at the start what your individual understanding is of confidentiality and ensure that you both agree on this.
- Sometimes the relationship needs to end before the agreed date, for various reasons. Discuss at the start how you will manage this if it proves to be the case.
- Boundaries. Clarify how much each party is willing to do between meetings, what each party is not willing to do and discuss any other boundaries you deem necessary.
- Agree to abide by the ITIA Mentor – Mentee Agreement.

ITIA Executive Committee

November 2021