



IRISH TRANSLATORS' and INTERPRETERS' ASSOCIATION  
CUMANN AISTRITHEOIRÍ agus ATEANGAIRÍ NA hÉIREANN

## **ITIA MENTORING FAQs**

### **What is mentoring?**

Mentoring is a one-to-one relationship where an established professional person (mentor) provides support, guidance and practical help to a less experienced person (mentee).

We suggest a time frame of 3 months with 3-4 meetings over that period. The arrangements should generally be agreed at the first meeting but can be changed further down the line.

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

Mentoring enables mentees to gain the skills, knowledge and confidence to perform at a higher level, and gives 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.

### **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) may avail of the mentoring programme.



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**What areas are addressed in the mentoring programme?**

The subject areas addressed will ultimately be dictated by mentee need and mentor expertise. While the ITIA will endeavour to match these as closely as possible, please note that because we are a small association, this may not always be fully possible.

**Is there a fee for mentoring at the ITIA?**

The mentoring programme is free of charge. Mentors are not paid for their time or 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 under "Join the ITIA".
- 2) 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).
- 3) 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 they have both signed.
- 4) If all goes well, mentor and mentee work together over the agreed period and successfully conclude the mentoring relationship.
- 5) 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 can be assessed and any necessary adjustments made going forward.
- 6) There is no pressure on either mentor or mentee to continue the mentoring relationship if the other party does not wish to do so.

ITIA Mentoring Sub-Committee

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