

Mentoring Programme Guidelines

How the NZBA Mentoring Programme Works

The Mentoring Programme is available to members of the NZBA and is administered by the Mentoring Committee and the Executive Director of the New Zealand Bar Association (NZBA).

It provides an opportunity for less experienced practitioners and members who are new to the Independent Bar to receive valuable support and guidance in their professional development from a senior member of the NZBA.

The NZBA invites parties to apply to be a mentor or mentee, either when they join the Association or at any time thereafter by signing up on the NZBA website. If an interest in mentoring is indicated upon sign up, new members will be contacted with mentoring background information and given directions on how to apply.

Signing up as a mentee

A mentee must be a member of the NZBA and enthusiastic about the programme.

- There is a list of mentors and links to their profiles in the [mentoring section of the NZBA website](#): www.nzbar.org.nz > member resources>mentoring programme.
- After viewing the profiles, the mentee should select up to three names as potential mentors.
- Complete the mentee form on the website and submit.
- The form will be reviewed by the Executive Director who will attempt to match the mentee to one of the mentors.
- If the first choice mentor is not available for any reason, the next on the list will be approached.
- It is up to the potential mentor(s) to decide whether to accept any request made to them to act as a mentor for any particular mentee.
- If none of the mentors are available, the Executive Director will contact the mentee to discuss further.
- Once the mentor has consented, contact details will be forwarded to the mentee whose responsibility it is to make contact with the mentor and establish the relationship.
- Both parties are responsible for the relationship's continuation and its conclusion.

➤ [Please refer to the Mentoring Background Information on our website for suggestions on how to establish and maintain the relationship.](#)

Signing up as a mentor

A mentor must be a member of the NZBA. It is important that the member has the appropriate professional knowledge, experience and skills to become a mentor. The member must be interested in being a mentor and enthusiastic about the programme and be prepared to commit valuable time and energy to the mentee.

To sign up:

- [Complete the webform on the NZBA website](#) at www.nzbar.org.nz >member resources>mentoring programme.
- The Mentoring Committee will approve the mentoring application at its discretion.
- Mentors will need to have an up-to-date 'Find a Barrister' listing but may provide a link to their own website profile instead. If you need assistance with this, please contact nzbar@nzbar.org.nz.

If you are not sure if you will make a good mentor or have concerns about anything, please contact the Executive Director or review the background information on our website.

The role of the Mentor

The mentoring relationship should be both supportive and encouraging of the mentee's development. However, mentors are not expected to solve the mentee's problems. The mentee should be encouraged to discover solutions to the problems themselves under the guidance and support of the mentor. The mentor is someone who can provide a helpful "sounding board" for the mentee in advancing his/her professional development.

The role of a mentor involves:

- A willingness to commit their time
- A willingness to impart formal and informal knowledge
- Encouraging development
- Being approachable and friendly
- Listening actively and effectively
- Making suggestions without being prescriptive
- Identifying and exploring problems
- Giving constructive and positive feedback – exploring alternatives and ideas for the future
- The ability to be able to appreciate differing experience and needs
- Assisting in clarifying the mentee's goals and development needs and providing direction

How the mentoring relationship works

To ensure the effectiveness of the mentoring relationship, we recommend that the mentor and mentee arrange a "no obligations" discussion. Once a decision is made to begin the mentoring relationship:

- Agree on the aim of the mentoring relationship and set out goals
- Agree on suitable meeting arrangements and number of meetings - *While there is no minimum or maximum period for the duration of the relationship, we suggest that initially the parties consider a 3 to 6 month term, followed by a review. During that time, the parties should endeavour to meet at least three times.*
- Discuss the anticipated duration of the mentoring relationship
- Maintain contact over the agreed period.
- Be open and honest
- Maintain confidentiality in all discussions
- Review assignments (if any) and provide feedback
- Regularly assess performance against set goals

➤ [Please refer to our Mentoring Background Information on the website for help with setting up the structure of the relationship.](#)

Concluding the mentoring relationship

The mentoring relationship may be concluded at any stage on a “no blame” basis.

- If at any stage a mentee or mentor wishes to withdraw from the mentoring relationship, they may do so by communicating their withdrawal to other party in writing.
- If for any reason this poses problems, they can notify the NZBA in writing and request the Association to notify conclusion of the relationship. They are not required to provide a reason.
- If a mentor wishes to be removed from the list of available mentors, they should contact the NZBA in writing. Their name will be removed from the list.
- When the relationship has been concluded, please complete the feedback form on our website. The feedback does not cover confidential areas of the relationship but simply allows the NZBA to use statistical information to improve its programme.