

Spot Mentoring - FAQs



What is Spot Mentoring?

Spot Mentoring is a chance for delegates to meet with Senior Leaders across government to seek advice on any aspect of their career they wish to discuss. The idea of the 20-minute Spot Mentoring sessions at CS Live is to give delegates a brief insight into what a mentoring relationship is about and how it might help Civil Servants develop themselves and their careers. This could be a general conversation about progression or tips for leadership, or it could be a conversation about something more specific, for instance policy or getting into a certain profession.

How many people will I speak to? Is it 1-2-1?

During the hour timeslot, you will meet with 2 mentees 1-2-1, where you will have a 20-minute conversation with each.

Will I get a break?

The format of the hour will look as follows:

- 10:00-10:20 – mentoring slot 1
- 10 mins to wrap-up & change over
- 10:30-10:50 – mentoring slot 2
- 10 mins to wrap-up & change over

The 10-minute gap between sessions allows for conversations to run on longer if you wish them to. We will only ever ask you to end a conversation where the session time has finished, and the next person is waiting.

Do I have to do the full hour?

By signing up for Spot Mentoring, you are agreeing to commit to an hour's timeslot. If you wish to offer an amended timeslot, please speak to the Spot Mentoring Lead to discuss if the time you'd like to do is viable.

How do you match me with mentees?

Mentees sign up themselves on the day of the event. On the sign-up sheets, they will be able to see the following information about the mentors, to help them with their selection;

- Your name
- Grade
- Job title
- Government department
- Profession
- The potential mentoring topics you listed when you registered for the event

Will I be told where to go on the day?

Ahead of the event you will be sent a briefing pack which details where Spot Mentoring will be based at each event. The area will also be marked on venue maps available on the day for ease.

What is expected of me as a mentor?

This is an opportunity for mentees to discuss with you any aspect of their career which they wish to seek advice on. In the briefing pack will be some helpful hints and tips to help you get the most of your mentoring sessions. You may find it useful to follow the **GROW** model to ensure you and your mentee gain the maximum benefit from the Spot Mentoring session:

- **Goal** - Discuss the desired outcome so your mentee is fully focused on this from the start of the session. Some useful questions to ask at this stage might be 'What would you like to achieve as a result of this session?' or 'What is important to you right now in your career?'
- **Reality** - Next, discuss the current reality of the mentee's situation to help both of you fully understand the context. Appropriate questions to ask at this stage may include 'What is working well for you at the moment?' and 'What is still required of you?'
- **Options** - Now move on to explore and discuss the possible actions your mentee could carry out to achieve the desired goal. Help your mentee to decide the most appropriate course of action based on its relative merits and challenges. Useful questions could include 'How have you tackled a similar situation before?' or 'What would you do if anything were possible?'
- **Will** - Finally, work together with your mentee to produce a detailed action plan for taking forward your chosen course of action. Questions that you could ask to facilitate this might include 'What small initial step are you going to take now?' and 'How will you ensure that you do it?'

What happens if I can't make my timeslot anymore?

Please contact the Spot Mentoring Lead at the earliest opportunity if you need to rearrange or cancel your timeslot. If you can't attend on the day, contact details will be included in the briefing pack.

What if no-one signs up with me, does that mean I'm free to go?

At all events we find there are lots of last-minute sign-ups as people tend to come over to Spot Mentoring when they're available. If you arrive for your timeslot and there is no-one signed up for the first session, that doesn't mean you won't speak to anyone. However, if you wish to stand down at any point, please make this clear to the Spot Mentoring Lead so we can ensure no-one signs up to a session that is no longer available.

If you have any further questions, please speak to the Spot Mentoring Lead, Ceri Dack – ceri.dack@homeoffice.gov.uk