



UIA Union Internationale des Avocats
International Association of Lawyers
Unión Internacional de Abogados

UIA MENTOR PROGRAM OVERVIEW



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INTRODUCTION

UIA is delighted to announce the start of a pilot mentoring program called UIAMentor as an additional benefit for its members. For eligible members, UIA will match up a lawyer with fewer years in practice with a more experienced lawyer who will act as a mentor on issues related to professional and personal development. While the specific goals of any mentoring relationship depend on the individuals, mentoring can provide enormous rewards to both parties – expanding the professional network and experience of the mentee and giving him or her a sounding board for challenging professional decisions, while allowing the mentor to put to use years of experience in helping to guide the professional and personal development of the next generation of lawyers. There is nothing

more useful than having someone looking out for your interests and willing to talk through your opportunities, concerns and ideas. Because of UIA's broad international base, the opportunities provided by UIAMentor are even more diverse than with traditional mentor programs. For example, a mentee in one country might choose a mentor in her own city or country to help her navigate local or national bar or employment opportunities, while another mentee might choose a mentor in a different country to expand his client development efforts or international networking there. What matters most is matching the right people together based on their interests, and UIAMentor is committed to that effort. To learn more about this exciting initiative, please read on....

WHAT IS MENTORING?

In the context of UIAMentor, mentoring is a formal relationship through which an experienced, knowledgeable and trusted more experienced mentor supports the professional and personal development of a mentee early in his or her career.

UIAMentor allows for facilitation of relationships between mentees and mentors from the same or different countries and regions.

Support can be in the form of, for example:

- Asking questions
- Listening
- Providing a sounding board
- Giving advice
- Suggesting options and ideas
- Allowing the mentee to “shadow” the mentor at meetings or events
- Facilitating introductions to relevant contacts/organisations
- Signposting to potential sources of information
- Challenging assumptions
- Encouraging the mentee

THE POTENTIAL BENEFITS TO MENTEES AND MENTORS

Both mentees and mentors can benefit enormously from the mentor relationship.

Benefits for mentees can include, for example:

- Developing new client, professional and/or technical skills
- Growing experience both inside and outside their own country or region
- Broadening their network internationally
- Learning and testing new ideas
- Thinking in new ways and from alternative perspectives and cultures
- Gaining knowledge about other jurisdictions
- Building confidence
- Formulating direction and goals for their personal and professional development
- Learning how to make best use of their UIA membership for personal and professional development and for expanding their international network

Benefits for mentors can include, for example:

- Learning from the experience of mentoring
- Hearing new perspectives and staying in touch with the perspectives and concerns of lawyers earlier in their careers
- Learning from the mentee
- Reaping the satisfaction of supporting another more junior lawyer's development and growth
- Sharing experience and knowledge
- Enjoying the stimulation of a new role at the UIA



A THREE-STAGE PROCESS

UIAMentor follows a three-stage process after mentors and mentees have been successfully matched (see the next section: “The Application and Matching Process”).

INITIAL MEETING: SETTING GOALS AND AGREEING UPON THE WORKING ARRANGEMENT

The mentor and mentee arrange a mutually convenient first meeting (which might be held face-to-face, by video or by telephone). Both parties should hold the meeting in places which are comfortable and sufficiently private to avoid disturbances. Typically, this meeting will last an hour or so.

The agenda for the meeting might include:

- Introductions (eg, why you want to be a mentor/mentee; your current job/role; some personal achievements/challenges)
- Expectations for the mentoring relationship (e.g., the mentee’s learning objectives; what the mentor hopes to gain and offer)
- The working arrangement both parties agree to: it is advisable for the mentee or mentor to make a written note (perhaps in a follow-up email) of what arrangements were agreed to. The arrangement confirmation might cover the following areas:
 - The mentee’s learning objectives or goals
 - Issues/topics both agree should be outside the mentoring relationship
 - Timeframe for the relationship (the UIAMentor relationship should last for a 12-month period from the date of the initial meeting).
 - Frequency of agreed-upon meetings and responsibility for setting dates and times
 - Method for meetings (e.g., face-to-face; telephone; Skype; Zoom; WhatsApp, etc)
 - Measure of success for the relationship
 - A date for mid-year evaluation by both parties
 - Confidentiality (both parties should agree that neither will share details of what is discussed with anyone else absent clear and prior permission of the other with two exceptions: factors that affect the mentoring program that both parties agree should be shared and issues that may violate the law or UIA policies or code of conduct.)

It is important that both mentee and mentor prepare their thoughts on these issues in advance of the meeting to make it as efficient and effective as possible.

It can also be useful for both mentee and mentor to give some time after the meeting to reflect on how the discussion went, what they can learn from it, and what they might do new or differently another time.



THE WORKING RELATIONSHIP

This will be the main element of the process and will include a series of meetings between the mentee and mentor and, of course, any activities between meetings. Over the course of the 12 month program, there would typically be at least 5 or 6 meetings (including the initial meeting and a closure meeting). But of course the number will vary depending on both parties’ objectives. One of the meetings each year could be at UIA’s annual congress.

Mentees often make more progress and learn more if they have a personal development plan (this might be discussed or even prepared in advance of the initial meeting; or its preparation might be a first step after the initial meeting).

A development plan might cover the following elements:

- Development objectives/outcomes
- Measures of success
- Personal, professional and client development activities
- Resources/support needs
- Timing

In order to make the best use of meetings, it is good practice to:

- Agree before the meeting what will be covered (an agenda)
- Prepare appropriately
- Produce a concise note of the meeting, particularly key points covered and follow-up actions (often the mentee will want to draft this)

It is also good practice to review the relationship and the progress being made at least once, often about halfway through the 12-month period. **The mentee and mentor could consider as part of one of their meetings questions such as:**

- What developmental activity have we successfully implemented?
- How has the mentee developed (e.g., what skills/knowledge have I gained?)
- What benefits is the relationship providing for the mentee and the mentor?
- What could be done to improve and maximise the benefits of the relationship?

ENDING THE FORMAL RELATIONSHIP AND MOVING ON

At the final meeting (after 12 months), mentee and mentor could discuss the following questions:

- What development activities have been successfully implemented?
- How has the mentee developed (e.g., what skills/knowledge have I gained)?
- What benefits has the relationship provided for mentee and mentor?
- What will the mentee be doing differently from now on?
- What has the mentor learned from the process?
- What would mentor and mentee like to thank each other for?

The UIA will also reach out to both mentor and mentee to discuss how the mentoring relationship went and obtain an evaluation from both parties.

THE APPLICATION AND MATCHING PROCESS

Eligibility of mentees and mentors

You can be eligible as a mentee if you:

- Are a fully paid-up individual member of the UIA (in the under 35 category)
- Provide an explanation of why you wish to participate in UIAMentor and what you hope to achieve through it
- Commit to giving the mentoring relationship appropriate time and effort
- Commit to the confidentiality of the relationship as agreed to by both parties

You can be eligible as a mentor if you:

- Are a fully paid-up individual member of the UIA
- Provide an explanation of why you wish to participate in UIAMentor, what you hope to offer, and what you hope to get out of your participation
- Commit to giving the mentoring relationship appropriate time and effort
- Commit to the confidentiality of the relationship as agreed to by both parties

An effective mentor will have strengths in these areas:

- Accessibility: you will be able to commit sufficient time to the mentoring relationship
- Listening: you will have well-developed listening skills and know how to listen actively
- Communication: you will be able to communicate clearly, both in writing and orally

- Self-awareness: you will have a good understanding of your own strengths
- Empathy: you have the ability to empathise with others
- Curiosity: you will be curious and inquisitive, excited to learn about new ideas, and what is important to your mentee

Step 1. Application

To enrol as a mentee or mentor you will need to complete the confidential application form which can be provided through the UIA HQ.

The information on your application form will remain confidential within the UIA HQ.

If your application is accepted, you will be advised that you have successfully been enrolled in UIAMentor. Please note this does not guarantee that an appropriate mentee/mentor will be found for you but the UIA HQ will make every effort to do so.

Step 2. Matching

UIA HQ will endeavour to match mentees and mentors based on a) any preferences expressed in their applications, b) the profile and needs of mentees, and c) the profile and experience/skills of mentors.

When a potential match has been determined, anonymised summary profiles of the proposed mentee and mentor will be shared with both candidates.

If both candidates accept the matched partner, they will be provided with contact details and invited to hold an initial “chemistry” meeting or call.

Step 3. “Chemistry” call

The mentee and mentor will arrange a mutually convenient time to have an initial and informal conversation to determine if they would both like to initiate the mentoring relationship. Please note, these conversations would be subject to the confidentiality of the relationship, unless both parties agree otherwise.

The conversation might have a duration of 30 minutes. It might be face-to-face or telephone or video (e.g., Skype).

The aim is that the conversation would be informal and would establish if the pair can work together harmoniously and productively. Each party might enquire about, for example:

- Professional background
- Motivations and hopes for a mentoring relationship
- Accessibility

Through the conversation each party would determine if they would like to initiate a mentoring relationship. They would communicate their decision individually to the UIA HQ.

If both agree, they would then be advised of the match and would initiate the mentoring relationship.