BOOK SUPPLY CHAIN MENTORSHIP INITIATIVE

SUCCESSFUL SUPPLY CHAINS START WITH PEOPLE

Mentor and Mentee Terms of Engagement

The purpose of the Generation BIC Mentorship Initiative is to forge relationships between Generation BIC subscribers and book lifecycle experts in the book industry chain. It is hoped that these relationships will in the long term develop informed and empowered individuals starting out their career in the industry.

It is hoped that this initiative will help Mentees envisage potential career paths and personal development opportunities, always with an awareness and understanding of the complexities of the book lifecycle. By committing to the initiative the Mentee makes a personal investment in their career in the book supply chain. The Mentor will have several years of experience, and will personally advise & counsel, their Mentee, in line with the goals that have been set by that individual (i.e. the mentee).

Mentorship Structure and Standard Procedure

- The Mentorship Scheme is open to all subscribers of Generation BIC. Mentors however need not be a Generation BIC subscriber but will be a BIC member.
- BIC members’ subscription to Generation BIC is free of charge. Non-BIC-members will pay a fee to attend Generation BIC events.
- Generation BIC will match Mentors with Mentees. A Mentee and/or Mentor may not request to be paired to a particular individual.
- Mentorship pairings will run quarterly. Over the course of this time period Mentors and Mentees should meet (in person or over the phone) on a minimum of three occasions.
- Communication between the Mentor and the Mentee will be limited to work hours and work email addresses and phone numbers only.
- Meetings will be scheduled in a formal environment i.e. not at Mentee’s or Mentor’s homes.
- If a Mentee/Mentor consistently cancels meetings/arrangements then Generation BIC will review the Mentorship.
- Mentees are responsible for communicating their goals/needs to their Mentor. It is not the responsibility of the Mentor to set these goals.
- Both individuals will take initiative in the relationship. It is up to both Mentor and Mentee to set up meetings and check in with each other.
Mentor and Mentee must have confidence in the confidentiality of information and thoughts shared. (Refer to further notes on confidentiality below).

Goals

- Through this developmental partnership, the Mentee will be able to refine and set their own goals for their own personal development.
- It is advised that Mentees and Mentors devise professional development topics of interest before meeting with one another.
- Targets could cover enhancing hard and soft skills: gaining new knowledge and implementing new behaviours to maximize the productivity and efficiency of their role within the supply chain.

Confidentiality and Boundaries

- Everything discussed between the Mentor and Mentee remains 100% confidential – unless specifically stated otherwise, and agreed by both parties beforehand.
- Areas that are commercially sensitive for either individual/organisation must NOT at any time be discussed or broached.
- Mentor and Mentee will agree boundaries and confidentiality in work and life related areas (performance reviews, feedback, etc) that the Mentee is willing to make available to the Mentor.
- Mentor and Mentee will agree boundaries and confidentiality in areas of work and life that the Mentor is willing to include in the Mentoring relationship.
- BIC will not disclose the names of Mentors and Mentees, nor share details of who is matched with whom, unless for promotional purposes wherein both the Mentor and the Mentee have granted prior written permission.

Feedback

- Following the end of each quarter BIC will contact Mentors and Mentees to request feedback on their experience of Generation BIC’s Mentorship Initiative.
- Mentors and Mentees will be asked to relate how they feel the initiative worked for them and highlight areas for improvement if applicable.
- BIC may also ask Mentors and Mentees to share their experiences of the initiative in a Generation BIC session, with other Generation BIC subscribers, and Members. However, there is no obligation for either Mentor or Mentee to speak publicly if they prefer not to.