

## **MENTORING PROGRAMME GUIDELINES**

### **A. Introduction**

The objective of this Mentorship Programme is to provide avenues for junior to midlevel in-house legal counsel, to develop their career aspirations through the guidance of experienced and accomplished in-house legal counsel.

### **B. Eligibility**

1. Mentees: Junior to mid-level in-house legal counsel who are eligible for Membership to the Singapore Corporate Counsel Association (SCCA) are eligible to apply;
2. Mentors: Senior in-house legal counsel who are eligible for Membership to the SCCA are eligible to apply.
3. Notwithstanding the above, the Organiser shall have absolute discretion in the selection and admission of participants in the Mentorship Programme. Preference shall be given to applicants who are members of the SCCA.

### **C. How the Mentorship Programme Works**

1. The Peers sub-committee of the SCCA (the “**Organiser**”) receives applications from prospective mentors and mentees. The Organiser selects suitable mentors and mentees and match them according to preferences and requirements.
2. Each mentorship pair is informed of their assignment and given relevant background information about the other party.
3. Participants must commit to at least 1 year in the mentorship programme during which 2 meetings of at least 45 minutes each are conducted. Each mentorship pair may mutually agree to adjust their commitments provided the minimum commitments above are met.
4. At the first meeting, each mentorship pair will be required:
  - a. To establish their objectives during the first meeting; and
  - b. To complete and submit the Mentoring Programme Worksheet & Agreement to the Organiser.

5. Each mentorship pair is also encouraged to complete a meeting log after each session for submission to the Organiser.

**D. Guidelines**

1. Courtesy and respect.

As members of the legal fraternity, professionalism and common courtesy are expected of participants.

- a. Each mentor and mentee is committed to participate in this programme. As such, each party should be sensitive and respect the other party's schedule including being punctual for meetings and providing early notice if an appointment must be cancelled.
- b. Observe basic etiquette relating to communication. Be polite in your tone and manner of communication. Be prompt in your response to communication. Observe appropriate times to call or SMS, if such forms of communication have been agreed to.
- c. Observe proper social etiquette. Dress appropriately for meetings. Inappropriate attire such as sloppy or provocative dress is unacceptable.
- d. Never be rude, discourteous, or disrespectful to the other party.

2. Confidentiality.

- a. Communications are to be accorded an appropriate degree of confidentiality. Each party remains responsible for the information provided, and thus for any breaches or disclosures. As such, please exercise discretion in the information shared during your sessions.
- b. Any information disclosed pursuant to the mentoring relationship are to remain confidential between the mentorship pair, and not to be disclosed to any third party.
- c. Mentors and mentees are required to disclose and must not have any actual or apparent conflict of interests. Appropriate disclosures and consent must be obtained.

3. The mentoring relationship.

- a. Mentors are expected to render guidance and advice to your mentees.
- b. Mentees receiving guidance and advice are expected to take such guidance seriously.
- c. Parties should strive to provide constructive feedback.

4. Not a job interview or business development opportunity.

While mentors and mentees may have other professional interests to further, any professional interests that are not consistent with the nature and purpose of the mentorship programme are inappropriate.

- a. A party should not make unsolicited approaches, including business development activity, to the other party, unless at the request of the other party.
- b. **Anyone found making unsolicited approaches shall be immediately removed from the mentorship programme.**

5. Conflicting work commitments and hours.

As working professionals, mentors and mentees are expected to make suitable arrangements to manage their obligations at work such that work commitments and hours do not conflict with their commitments under the mentorship programme.

6. Ethics and Integrity

Mentors and mentees are expected to conduct themselves with integrity and observe good ethics.

7. Dispute Resolution

Mentees or mentors may approach the Organiser at [secretariat@scca.org.sg](mailto:secretariat@scca.org.sg) to resolve any issues or disputes related to the mentorship programme.

**E. Considerations and Talking Points for Mentees**

1. Mentees should make the most of the opportunities presented by:
  - a. Reflecting on their own career, strengths and weaknesses, and be prepared to be honest about it with their mentors.
  - b. Being prepared with well-articulated and directed questions, thoughts and clarifications to seek from your mentor. Insofar as it is appropriate, sufficient context should be provided to allow meaningful advice and guidance to be given.
  - c. Keeping an open mind to advice and guidance provided, as well as complete any instructions, tasks and assignments given by the mentor.
  
2. Mentees may consider the following points for discussion:
  - a. Career goals and priorities
  - b. Professional development
  - c. People management skills
  - d. Tips that have served the mentor best in their career and pitfalls to avoid
  - e. Views on industry development and organizational culture
  - f. Recommendations for continuing education and professional development
  - g. How to take advantage of networking opportunities
  - h. Developing self-awareness