



## **ILA Coaching/Mentoring Program**

### **Guidelines**

1. The ILA Coaching/Mentoring Program is a means of assisting ILA members to gain insight and guidance in developing their careers and/or research. This program is designed to help members to develop working relationships with experienced ILA members.
2. Coaching/Mentoring is generously offered by experienced ILA members 'pro bono' – no reward is expected, or permitted.
3. Frequency, and type, of contact is to be agreed between the people involved.
4. Relationships are informal. There are no contracts, and there is no requirement to continue the relationship unless both parties feel that there is benefit to be gained.
5. We recommend that expectations and goals are agreed between the parties at the outset.
6. Coaching/Mentoring relationships are often a factor of personal chemistry, so at any stage, either person can change the arrangements, or withdraw, if the project no longer aligns with their goals.
7. Both the mentor and the mentee agree to maintain and respect the confidentiality of all the information imparted during the relationship.
8. The ILA is not liable for the services provided by the coach/mentor, or for the professional conduct of the coach/mentor or coachee/mentee during this relationship. Both parties are entrusted to conduct themselves with due care and professionalism.

September 2018