

Shiatsu Society (UK)
Mentoring Service Induction Pack
for Mentors and Mentees

Introduction

Our Mentoring service is well established, and the Mentoring Team has considerable experience of meeting mentors on Induction days and finding out what people need to know. The Induction process has been streamlined so that anyone who is a qualified Practitioner (MRSS) and wants to become a Mentor, can do so more speedily than in the past.

We recognise that, as in Shiatsu itself, the success of the enterprise depends as much on the attitude of the receiver, as the giver, so we are now making suggestions for would-be mentees, which we hope will prove helpful.

What is the Mentoring Service?

Essentially, this is a free service for anyone who is a member of the Shiatsu Society, and who, for any reason, feels the need of some extra support in their Shiatsu practice, whether with their progress towards qualification, or with aspects of their practice after qualification. It is in no way a substitute for finding a Shiatsu School and fully qualified tutors. While some of our mentors are indeed well-qualified teachers, many are not, and in any case the service we are offering is not technical, it's a helping hand in a time of need, which mentors enter into for the sake of promoting and supporting the practice of Shiatsu.

MENTOR SECTION (useful for mentees to read)

How do you become a mentor?

1. You must be a fully qualified Shiatsu practitioner to MRSS level and a member of the Shiatsu Society.
2. You do not need to attend an Induction Day, but you do need to familiarise yourselves with the basic principles of the scheme. Please read through this Induction pack and make sure that you agree with the general principles outlined here. Remember that mentoring is very much an individual thing; there is no one right way of doing it, but we can point you in useful directions, and perhaps help you to avoid some obvious pitfalls.
3. You must be willing to:
 - a) sign your agreement to follow our guidelines as outlined here.
 - b) give two or three hours a month to offer free advice, support, encouragement to your mentee. You may communicate by phone, e-mail or face to face (your mentee should pay for phone-calls)
4. You will be required to write a short profile of yourself (200-300 words) noting your interests etc, and we will make this available to prospective mentees on the members' section of the Shiatsu Society website and from the Shiatsu Society office. Please send your profile to the Shiatsu Society once you have decided that you would like to be a mentor.

How many mentees should I have?

Either one or two mentees will usually be enough – it is your own choice. This also depends on how often you have contact with your mentee.

Making first contact

Mentees will contact the Shiatsu Society for a list of mentors. They will complete a form choosing a selection of mentors and return it to the Shiatsu Society. The Shiatsu Society will have a list of which mentors are free, and will then give the mentee the contact details of the requested mentor (trying wherever possible to pair up the mentee with her/his first choice of mentor.) It will then be up to the mentee to make first contact.

You may then:

- . get a phone call;
- . receive information about why the mentee is looking for mentoring
- . make an agreement on amount of contact time needed, including times, dates etc.
- . clear some time to have a longish talk, either straight away or at one of those agreed times;
- . listen to your mentee and give some tentative suggestions, encouragement or advice.

Please remember listening carefully is generally more important than giving advice, useful though that can be.

Further contact

To avoid misunderstandings, it is important that you come to an initial agreement as to when the mentee will be in touch again. If you have not discussed the time for the next contact during your first conversation, you may be expecting to hear more in a week or two, whereas your mentee may be feeling quite satisfied and 'forget' to phone you for six months or so.

The Contract

To this end, both mentors and mentees will find life a lot easier if there is a workable contract. This need not be in writing, however it must a clear agreement between you about what you both want. Some possible topics you may want to get clear are:

1. What help is the mentee seeking? Can you supply it? Will you be a good match for each other? For instance, you might be a great Shiatsu practitioner but not at all knowledgeable on business skills. That could be OK if your mentee is mainly seeking support with exam studies, prioritising time etc. But if they need advice on building up a practice, that may not be your area of expertise.
2. What is your cancellation policy? Make it clear that you expect a certain amount of warning.
3. What would you like to get out of mentoring? Share these ideas with your mentee.
4. What are the time boundaries for each session? Make a decision at the beginning of the session. You can always change these at a later date by mutual agreement.
5. How will you know if the discussions are helpful or not? Make some time for feedback and review. Be honest, on both sides.
6. What are your boundaries? You are not expected to be a counsellor or a tutor. If the mentee wants or needs the services of either, he/she will probably need to pay someone for such help. The kind of support you are willing and able to offer will depend on your own work and life experience. This may well mean that you are able to guide your mentee towards other kinds of support.

If you are a very experienced Shiatsu practitioner or teacher, you may need to decide what sort of help you are willing to give for free, and what you feel would be more appropriate for your mentee to seek elsewhere. The same applies to mentors with counselling experience.

Mentors may find it helpful to tap into the 'mentor support network' by contacting one of the mentoring team.

If required, new mentors will be appointed a 'buddy', a more experienced mentor, who can help you through the initial stages.

Keeping in Touch

It is extremely important that you keep in touch with the Shiatsu Society office, to let them know

1. When you have a space for a new mentee
2. When you start contact with a mentee
3. When you cease this contact

Insurance

Mentors are covered by their normal Shiatsu insurance scheme, for the purposes of mentoring.

MENTEE SECTION (useful for mentors to read)

What is a mentee?

- . Any member of the Shiatsu Society can choose to be a mentee, including mentors themselves. We recognise that all of us can have times when we need some extra support.
- . You may be looking for help with study skills for Shiatsu exams; with time management etc; you may have lost a little confidence after a gap in study or practice; you may be feeling somewhat bereft after leaving school and fellow students behind, and wondering ‘what now?’, or any number of other reasons.

How do I start?

- . Read the mentor profiles.
- . Complete the mentee form at the back of this pack, noting your first, second and third choices of mentor
- . Send the form to the Shiatsu Society (contact details at the end of this pack)
- . You will be contacted and given the details of a mentor. Every effort will be made to pair you up with your first choice of mentor if he/she has a space.
- . You should then make contact with your mentor.

What are you looking for?

Included in this pack is a list of mentor profiles. Mentors, like mentees, are all individuals and all have different strengths, so think about what you need from a mentor, and then identify three people who have the skills you are looking for. If you would like face-to-face contact you may want to find someone living or working near you; you may want to look for someone who trained at the same school as you.

Working with your mentor

Please remember that although your mentor is not charging any money for their services, they are putting precious time and energy into offering you this help.

If you have made initial contact and you are not sure whether you want another session, make a date to contact your mentor to let them know what you decide. If you don't want to continue, this could enable them to offer time to someone else.

- . Make your satisfactions and dissatisfactions clear to your mentor
- . Make a contract
- . Stick to time boundaries
- . Be careful to keep in touch when you say you will

Please note that you are not obliged to book a certain number of sessions; a ‘one-off’ may turn out to be all you need.

Keeping in Touch

It is extremely important that you keep in touch with the Shiatsu Society office, to let them know

1. When you start contact with a mentor
2. When you cease this contact

FOR MENTORS AND MENTEES

What are the Characteristics of Good Mentoring?

- . Good mutual communication
- . Confidentiality
- . Listening
- . Empathy
- . Willingness to share experience (where relevant)
- . Encouragement
- . Mutual respect
- . Commitment
- . Clear definition of boundaries

This list is not exhaustive, but could be a basis for discussion on first contact, to help both parties decide what they want, or can offer.

Mentoring Days

You are no longer required to attend a Mentoring Day in order to become a mentor. The Shiatsu Society will run some regular Mentoring Discussion sessions where you can meet with fellow mentors / mentees, and exchange your ideas, skills, questions about the mentoring process. A certificate of attendance will be given which may be used as proof of continual professional development.

Support

The Mentoring team or Shiatsu Society office are available to advise.

Code of Ethics

We have a very strong ethical code in the Shiatsu Society, and all mentors and mentees are bound by this. Please see the Rules & Regulations for a copy. In case of difficulties, please share the problem with one of the Mentoring team, or if need be, with a member of the Ethics Committee of the Society.

Complaints/Plaudits

Please do not hesitate to contact the Mentoring team or the Shiatsu Society in either case.

Mentoring Team

Jane Groombridge, Marie Buttler, Jocelyn Wellburn, Sara Hooley

Contact details

The Shiatsu Society (UK) PO Box 4580, Rugby CV21 9EL, Warwickshire. Tel: 0845 130 4560
Email: admin@shiatusociety.org Website: www.shiatusociety.org

The Shiatsu Society (UK)

Mentee Form

Please choose 3 mentors from the mentor list (enclosed in the pack), and list them below, with your personal details, and return this form to The Shiatsu Society (UK), P O Box 4580, Rugby CV21 9EL, Warwickshire, UK.

I (your name) would like to work with (name 3 mentors)

1st choice of mentor.....

2nd choice of mentor.....

3rd choice of mentor.....

Shiatsu Society membership number.....

Address:.....
.....

Phone.....

Fax.....

e-mail.....

Date.....

Signature.....

We will contact you within 3 weeks with the name of a mentor who has space for a mentee. Please inform us once you have made contact with this mentor and, again, when you end your mentoring contract.

The Shiatsu Society (UK)

Mentor Form

Please return this form to The Shiatsu Society (UK), P O Box 4580, Rugby CV21 9EL, Warwickshire, UK.

I,..... (your name) agree to follow the mentoring guidelines as outlined in the Induction Pack.

I enclose a short profile of myself (200-300 words) for the mentor's list on a separate sheet of paper

Shiatsu Society membership number.....

Address:.....
.....

Phone.....

Fax.....

Email.....

Date.....

Signature.....