

GAIN Cross-Company Peer Mentorship Scheme

What is it?

This is a peer-to-peer mentorship scheme pairing representatives from different GAIN corporate members throughout the insurance, investment and related financial services industries.

What is the purpose?

Neurodiversity initiatives are a rapidly growing but relatively new interest. Presently, many companies are running initiatives independently and going through the same process of mistakes and development over and over again. The cross-company mentorship scheme aims to foster institutional collaboration and knowledge sharing on neurodiversity inclusion topics, accelerating progress amongst GAIN members by creating opportunities to share knowledge and insights with each other.

This is a peer mentorship scheme, in which two individuals who each have some experience with neurodiversity initiatives provide mentorship to each other. As a peer mentor, you will have the opportunity to network with an individual from another successful company within the industry on a regular, structured basis.

You will learn insights from them about neurodiversity initiatives, events and resources they have implemented or participated in. You will be able to learn both how to set your own initiatives up for success, and how to handle challenges. At the same time, you will have the opportunity to share your own record of experience, showcasing your expertise and helping accelerate the industry as a whole.

Eligible mentors may be from a variety of career backgrounds in the industry, but all will have some level of decision-making capacity regarding neurodiversity initiatives within their company. We ask that all participants have some reasonably recent experience in neurodiversity initiatives, but you are welcome to share learnings from older, past initiatives as well.

Who Is Eligible?

Any GAIN corporate member company may sign up to participate in the mentorship scheme, and may nominate individuals from within their company to take part (nominees should volunteer for this). However, in order for an individual nominee to be eligible, they need to have a record of active involvement in neurodiversity initiatives in order to demonstrate they have insights to share with fellow scheme participants. Eligibility criteria are as follows:

Nominees must

1. Be employed at a GAIN corporate member company
2. Be an individual member of GAIN, or sign up as one
3. Be in a decision-making role with capacity to influence neurodiversity initiatives within their own company. Roles can include, but are not limited to

- a. EWG chairs
 - b. EWG executive sponsors
 - c. Steering Committee members
 - d. Senior HR employees
 - e. C-suite
 - f. EXCOM
4. Have participated in at least one neurodiversity-related project in the last 24 months. Projects may be of variable scales. A non-exhaustive list of potential project involvement includes
- a. Planning, running or speaking at neurodiversity-related events
 - b. Development of neurodiversity-related newsletters, resource hubs or other employee-focused content
 - c. Facilitating relationships with service providers offering neurodiversity-related services to the member company (eg Lexxic, Ambitious about Autism, SourceAble and others)
 - d. Direct involvement in recruitment or employment initiatives focused on neurodiversity
 - e. Pilot schemes, research schemes or other large-scale initiatives
5. Be willing and able to commit to the minimum level of active participation in the mentorship scheme

While corporate member companies may nominate as many individuals as they wish internally, GAIN will decide which individuals may participate in each round of mentorship. We may turn down some individuals who qualify in order to ensure an appropriate balance of participation throughout our membership. Individuals who are rejected for the scheme can reapply the next time applications are opened.

What is the commitment?

Mentors will be paired for a period of 6 months.

Mentors will supply GAIN with a completed one-page-profile document that will be shared with their peer upon pairing. GAIN will supply a template for this.

Mentors must complete a mentorship agreement form confirming their commitment to participation. These forms are completed collaboratively with both paired mentors and outline:

- The goals each mentor has for their own participation
- A brief summary of the experience they have to offer
- Outlines of what mentors would consider personal criteria for a successful mentoring relationship
- An agreed frequency of meetings (we recommend 4-6 weeks)

Mentorship pairings will be responsible for managing their relationship with each other and maintaining communications, although GAIN will check in mid-way through the pairing to provide direction where needed, and can be contacted as required for additional support.

Mentors and mentees will submit feedback and report to GAIN at the beginning, mid-point and close of the mentorship period when requested. Either party may submit additional

feedback at ad-hoc times if they deem appropriate. Feedback form templates will be supplied by GAIN.

At the end of the mentorship period, mentors will complete an evaluation of the scheme to confirm if their pairing was of value, using the Kirkpatrick model of evaluation. Mentors may then choose to re-enter the scheme again and be paired with a new peer.

GAIN reserves the right to remove from the current mentorship opportunity and exclude from future peer mentorship opportunities any individual who

- Fails to meet stated commitments to their fellow mentor during a previous pairing
- Is shown to have dishonestly represented their eligibility
- Acts in ways that may bring the mentorship scheme and GAIN into disrepute, or may call into question the validity of their participation

Kirkpatrick Model of Evaluation

- **Level 1: Reaction** – The degree to which participants find mentoring favourable, engaging and relevant to their jobs. Measure from satisfaction feedback surveys.
- **Level 2: Learning** – The degree to which participants acquire the intended knowledge, skills, attitude, confidence and commitment based on their participation in mentoring. Measure from stated learning objectives.
- **Level 3: Behaviour** – The degree to which participants apply what they learn during mentoring when they are back in their jobs. Measure from feedback and confirmation of any new initiatives, schemes or plans. Post-mentorship interview with mentors to confirm.
- **Level 4: Results** – The degree to which targeted outcomes occur as a result of mentoring. GAIN to set internal targeted outcomes which may include increased participation in GAIN initiatives, increased commitment to active involvement in neurodiversity pilots and projects, etc.