**The IoD and UWBS Student Mentoring Scheme - Broad guidelines for mentors and mentees, during the 5 different phases in the mentoring relationship**

|  |  |  |  |
| --- | --- | --- | --- |
| **The 5 phases of a mentoring relationship** | **What the mentor does within the various phases** | **What the mentee does within the various phases** | **Other things previous mentors have done, within the various phases** |
| 1. **Building rapport**   **(meeting 1 & 2)**  **SHARING KNOWLEDGE AND SKILLS** | * Introduces self * Discusses background * Shares expectations (talks through mentoring application form). Note: not about academic help, about employability skills * Talks through the mentoring contract. Note: confidentiality * Discusses ground rules * Signs the mentoring contract (see contract hand-out) * Agrees structure of meetings * Agrees frequency and place of meetings (gets some dates in the diary/agree mentee travels) * Asks about career aspirations * Discusses the job market * Shares concerns * Asks for information about mentees employability skills (previous diagnostics used?) * Asks questions about employability skills and personal goals; life, education, career, personal, wellbeing and health, and finance * Uses other diagnostics to determine employability skills, in terms of strengths/development needs * Shares contact details (agrees speed of response to emails etc.) | * Introduces self * Discusses background * Shares expectations (talks through mentoring application form). Note: not about academic help, about employability skills * Talks through the mentoring contract. Note: confidentiality * Discusses ground rules * Signs the mentoring contract (see contract hand-out) * Agrees structure of meetings * Agrees frequency and place of meetings (gets some dates in diary) * Discusses career aspirations * Shares concerns about getting a job * Asks for information about mentors (their experiences/their CV etc.) * Is prepared to share information about employability skills and personal goals; life, education, career, personal, wellbeing and health, and finance * Is prepared to complete diagnostics * Shares contact details * Books meeting rooms (mentees to travel but some meeting rooms are available at the University if mentor visiting) | * Shared their own CV * Shared their own diagnostic feedback * Shared previous experiences from mentoring (but observing confidentiality between mentees) * Put in the dates for all the sessions, in their diaries * Asked for a copy of the mentees CV early on * Used own diagnostics for mentee * Emailed in-between face to face sessions * **HIGH SUPPORT/LOW CHALLENGE** |
| 1. **Setting direction**   **(meeting 3 & 4)**  **DEVELOPING KNOWLEDGE AND SKILLS** | * Debriefs diagnostics * Encourages discussion on employability skills and priorities * Discusses short/med/long term planning * Facilitates a personal development plan (see example PDP hand-out) * Discusses confidence, motivation and commitment * Helps to set objectives to be completed before each meeting * Shares feedback with mentees * Attends mentor review session | * Is open minded about diagnostics/feedback * Talks through vision/priorities * Agrees short/med/long term plans * Creates own personal development plan (see example PDP hand-out) * Discusses confidence, motivation and commitment * Sets/agrees objectives to be completed before each meeting * Shares feedback with mentors * Attends mentee review session | * Arranged meeting with their HR Department to discuss CV * Organised meetings with others to help * Offered a day in their company * Shared books for mentees to borrow * Offered tour of their HQ * Emailed in-between face to face sessions * **HIGH SUPPORT/MED CHALLENGE** |
| 1. **Progression**   **(meeting 5, 6, 7 & 8)**  **DEVELOPING DEEPER LEARNING (INNER CONFIDENCE ETC)** | * Discusses progress against PDP * Celebrates on-going successes * Discusses confidence, motivation and commitment * Encourages change to PDP if needed * Discusses employers expectations throughout recruitment process * Reviews CV * Helps to create 2 CVs (1 tailored for specific jobs/1 generic for career) * Reviews drafts of covering letters * Shares marketing self techniques * Discusses interview skills * Supports interview practice * Reviews application forms * Shares networks/connections * Shares feedback with mentees * Attends mentor review session | * Discusses progress against PDP * Celebrates on-going successes * Discusses confidence, motivation and commitment * Adapts PDP if needed * Reviews CV * Creates 2 CVs (1 tailored for specific jobs/1 generic for career) * Discusses current job applications * Drafts and sends off covering letters * Uses techniques re marketing self * Practices interview techniques * Completes application forms * Shares feedback with mentors * Attends mentee review session | * Set up mini-work experience sessions * Offered shadowing opportunities * Connected mentees with other contacts * Took mentees to (Board) meetings to observe * Offered tours of the workplace (some offered to whole mentee group too) * Passed CVs onto others for comment * Arranged mock interviews (we also offer an evening session for this too) * Alerted re relevant IoD sessions that may wish to attend (mentees have student membership) * Emailed in-between face to face sessions * **MED SUPPORT/HIGH CHALLENGE** |
| 1. **Winding up**   **(meeting 8 & 9)**  **CONSOLIDATING DEEPER LEARNING** | * Final review of PDP/successes * Supports creating new PDP * Is there any final help needed? * Shares feedback with mentees * Agrees/plans in final meeting | * Final review of PDP/successes * Creates new PDP for the future * Asks any final requests for help * Shares feedback with mentors * Plans/books final meeting | * Connected mentees with other company or external contacts * Passed CVs onto others for comment or to see if jobs available * **LOW SUPPORT/HIGH CHALLENGE** |
| 1. **Moving on**   **(final meeting)**  **CRITICALLY REFLECTING ON THE LEARNING** | * Celebrates successes * Discusses plans for the future * Reflects on what has been learnt * Attends mentor review session/celebration event | * Celebrates successes * Discusses plans for the future * Reflects on what has been learnt * Attends mentee review session/celebration event | * Offered their contact details for a reference * Written a reference for mentee * Offered to meet up some time later * **LOW SUPPORT/HIGH CHALLENGE** |