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

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| **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**
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| 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**
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