

# GCU Career Mentoring Programme Handbook 2024

## A Careers Service/Alumni Partnership



## Mentoring Programme Overview

Welcome to the GCU Mentoring Programme where we will match you with an experienced professional for insight into their job, careers in their sector and guidance on planning your career. Our mentors are a mix of alumni at various different stages in their career who all share one thing in common, they want to help you in your career.

### ***What are the potential benefits for you, the mentee?***

- Gaining knowledge of a specific organisation, job and industry sector.
- Access to a source of careers information and a different perspective.
- An opportunity to reflect on your skills and be challenged.
- Access to your mentor's networks and an awareness of how to make new professional contacts.
- Increased confidence and self-esteem to further your career development.
- Enhancement of existing employability skills and an opportunity to acquire new ones.
- Increased knowledge of work experience and internship opportunities in your chosen sector.
- An awareness of the current job market/corporate culture.
- Increased knowledge of job-hunting resources.
- Confidence in making a successful job application.
- Access to a source who can provide tips on how to make the transition to your first job or subsequent roles easier.
- Knowledge of further study options, professional qualifications and professional bodies.

**Please note:** Mentors will not normally be expected to comment on academic work (e.g. essays or coursework). Should you require support in academic areas, please contact your [LDC](#). Mentors will be willing to talk about their careers and how they succeeded, but we recommend contacting the GCU [Careers Service](#) for professional advice, information and support in this area.

We hope you find the next six months helpful and that you gain all that you need to help you in the next steps in your career.

**Question: What are you hoping to gain from mentoring?**

**Answer:**

## Timeline for Mentoring Programme

Some dates are set in the diary, most you will need to agree with your mentor.

Action	Date
Closing date for application forms	16 <sup>h</sup> February 2024
Introductory session – How to get the best from the mentoring programme. Attendance at this session is <b>COMPULSORY</b> .	w/b 19 <sup>th</sup> February 2024
Matching begins. We contact you with the name and contact details of your mentor when confirmed.	w/c 26 <sup>th</sup> February 2024
First meeting happens	To be agreed between mentee and mentor
Meeting 2	To be agreed between mentee and mentor
Meeting 3	To be agreed between mentee and mentor
Mid-session review and feedback	May 2024.
Meeting 4	To be agreed between mentee and mentor
Meeting 5	To be agreed between mentee and mentor
Meeting 6	To be agreed between mentee and mentor
Final feedback – how was it?	August 2024

## Training ahead of your first meeting

Before you are accepted onto the programme, we will invite you to a short introductory session which **you must attend** before being accepted on to the programme. The Careers Service will deliver a 45-minute webinar to help you to plan for the first mentor meeting. This will cover;

- What is (and isn't) the mentor's role
- How to prepare to meet your mentor
- Questions to ask
- Overcoming nerves online and on the phone
- What if I don't get on with my mentor?

We will also issue you with a mentoring agreement form that you need to complete with your mentor at your first meeting.

## Your Mentor

We will have looked at your application and match you with the best possible fit for you, given the information you supplied. We won't pass this information onto the mentor, this information all stays within the university, all they will know is your name, course and email address. We will introduce you both by email to each other initially. We would suggest that you do some research on your mentor before you arrange to meet with them. Try LinkedIn or trusty google to find out what information you can about your mentor.

### **A Plan for the First Meeting - Getting to know your mentor**

The first mentoring meeting is critical for building rapport and the result of this conversation will be an agreement that spells out the expectations and responsibilities of both mentor and mentee. You may be nervous, but the mentor will have prepared for the meeting and will be keen to hear all about you.

Take the time to get to know each other. Here are some ideas to cover:

- Start with what you might have in common.
- Break the ice by talking about why you have joined the programme; what are your passions, aspirations and interests? What do you do when you are not at University?
- Define time commitments and general rules of behaviour. Use the Mentoring Agreement for this.
- Confidentiality - What do we need to do to protect the confidentiality of this relationship?
- Expectations - What do you want most from your mentor?
- Goals - What do you want to have achieved by the end of the mentoring sessions?
- Success criteria and measurement - How will you both know if you have succeeded?
- Accountability - How do we ensure that you both do what you say you are going to do?
- How do you address stumbling blocks - What might get in the way/take you off track? What process should you have in place to deal with any stumbling blocks we encounter?
- Mentoring agreement, agreed by both parties - What do we need to include to ensure that this agreement works for you?

**Question: What actions did you agree with your mentor?**

**Answer:**

*Further meeting outline suggestions are in Appendix 1.*

### Staying in touch with your mentor

The programme will introduce you by email to your mentor and you are expected to contact them within a week. If you see any problems with this or if you can't email the mentor for whatever reason, please contact us at [careermentoring@gcu.ac.uk](mailto:careermentoring@gcu.ac.uk)

We will provide you with your mentor's email address and, in most cases, their phone number. We will also provide them with yours. We recommend using email as the primary contact and only phoning your mentor in urgent situations (such as if you are delayed for a meeting), or when they have indicated that it is acceptable for you to do so.

You as the mentee are expected to take the lead in contacting your mentor, we suggest every month. If you have arranged a meeting with your mentor, it is a good idea to check in with them the day before to confirm arrangements. Give as much notice as possible if you are running late or need to cancel/change your plans.

You should expect that your conversations with your mentor will remain confidential, for both what you share with your mentor, and what they share with you. This applies to any

personal details and experiences that you share with each other. In addition, you need to remember the importance of Commercial Confidentiality. It is possible that you will have access to sensitive information and documents from your mentor's company and work. You should not share this information with anyone else and should act with discretion at all times. While we do not anticipate these circumstances arising, there may be some extreme situations in which confidentiality should be broken. This would generally be in the case of one party having serious concerns that the other is a danger to themselves or to others, or that there is a likelihood of a serious crime being committed.

Complete all actions you agree with your mentor by the agreed date.

Let your mentor know in advance if you are going on holiday, have exams etc. and will be unable to answer emails or to take calls. It would be a good idea to share the University Term Dates with your mentor.

Follow up with your mentor after each meeting and thank them for their time. This also allows you to summarise your meeting while also stating what you aim to accomplish for your next meeting.

### Meeting your Mentor - face to face(ish)

Where possible you should arrange at least one meeting in person with your mentor during the six months. However, this might not be possible until the end of the mentor period. It is usually best to do this early on, but an online meeting would be a good substitute for this, so you can get to know each other before you start communicating regularly. If you ever arrange a meeting face to face, this should take place either at your mentor's place of work, the university campus or another suitable, public location. (Please note that you should not arrange to meet in private residences. If your mentor works from home, please meet on the University campus or find an alternative public meeting place). You should not be meeting your mentor in a pub, and neither you nor your mentor should consume any alcohol before or during your meetings.

When visiting your mentor please make sure you have told someone who cares about you where you are going, and when you are due to return. You should also give them the Career Mentoring Programme contact details, and your next of kin details in case of an emergency.

Take care when travelling to and from meeting you mentor. Make your travel plans in advance and ensure you have enough money with you. Please see the following safe travel guidance.

### Safety Online

We have taken every step to vet the mentors that you are about to meet but they are still strangers to you before you meet them.

If you arrange your first meeting with your mentor online, please follow some basic safety rules. Don't give out too many personal details, for example about where you live, and don't pass on any information about your banking or credit card details. If you feel uncomfortable at any point, end the contact and get in touch with us.





## Appendix 1

### Suggestions for possible further meetings

The outline here has been shared with your mentor as a possible structure to the 6 months you have with them. You do not need to follow these ideas; these are just suggestions to help you if you need it.

#### Meeting 2 – Goals and Objectives

Once you have collaboratively created a mentoring agreement outlining what they wish to accomplish and when, it's then time to plan how will go about achieving set goals. Discuss your 6 month mentoring goals (unless you covered this in meeting 1)

- Identify your top 3 goals
- In 6 months', time what do you want to be saying/doing differently?
- How will you know/measure you have achieved your goals?
- How passionate on a scale of 1 – 10 are you about your goals?
- Talk about where are you now?
- Discuss your strengths that will help you achieve these goals?
- What are the development areas that you need to be addressed?
- What is getting in the way? (fears, obstacles, people)
- Brainstorm ideas on what can you do about the obstacles?
- Agree what you commit to doing between now and next session?
- You may be set homework to work on in between sessions based on overcoming an obstacle.

**Questions: What are your Goals or areas for development?**

**Answer:**



### **Meeting 3 – Skills & Strengths and Weaknesses**

The mentor should assist the mentee with identifying skills required and ways to determine their own strengths and weaknesses. They may ask you:

- What are you good at?
- What have others complimented you about?
- What have others had to help you with on more than one occasion?
- Which projects and tasks seem to drain your energy?
- Which projects have you spent hours on without getting tired?
- What are your hobbies, and why do you like doing them?
- What don't you like?
- When you encountered difficulty learning or performing a task, what motivated you to continue?

**Question: What did you achieve in this meeting and what are your actions?**

**Answer:**

**Meeting 4 & 5 – No set agenda Check in on progress. This is beyond the halfway point.**

- What have you accomplished so far?
- How long have you been working on this?
- Where do you need to refocus?
- What is your next step?
- What do you have to do to make it happen?
- What problems or obstacles might occur that would prevent you from achieving the best result?
- What will you do if the first plan does not work as well as you expect?
- What resources do you have; what do you need?
- How can I help you succeed?

**Question: What did you achieve from the last meeting and what are your actions?**

**Answer:**

**Other ideas to prompt conversation:**

- Talk about what have you achieved or are pleased about since your last session?
- Discuss what have you learned since last time?
- Assess progress on your 6-month goals?
- Think about what is still challenging?
- What do you need most support you on?
- What is it time to let go of?
- What do you commit to between now and the last session?

**Meeting 6 – Evaluation and Next Steps** It is expected that mentors help mentees to close relationship in a constructive and professional manner

- Celebrate – what have you achieved?
- What are you proud/pleased about?
- What is there still to work on?
- What are your new 6-month goals?
- What are you and your mentors next steps (continue working together? Work with a new mentor? Complete programme for now?)
- Acknowledgements – think about how your mentor has helped you?
- What are the next steps?

**Question: How will you end the mentoring relationship? What's next for you?**

**Answer:**

## Appendix 2

### Contact details

Email [careermentoring@gcu.ac.uk](mailto:careermentoring@gcu.ac.uk)

## Appendix 3

### Your mentor's details

<b>Name</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Skype/FaceTime/Zoom/Teams</b>	
<b>Workplace</b>	