



Lancaster Career Mentoring Programme

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MENTOR'S GUIDE

Careers

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University



Welcome to the **Career Mentoring** programme at Lancaster University

lancaster.ac.uk/careers

The Lancaster Career Mentoring programme is a mentoring scheme that matches professionals (mentors) with Lancaster University students (mentees). It provides a wonderful opportunity for mentees to gain 'real-world' insights and for mentors to share their wisdom. The goal of the mentoring programme is to give both mentors and mentees the chance to help one another enhance their professional development in areas such as leadership and communication.



"Mentoring is all about enabling people to discover what is within them, nurturing their dreams and focusing their energy, don't just think this is a one way process as both sides develop together. The biggest buzz I get from my role is enabling talent to thrive through mentoring, becoming part of a mentoring scheme pays back the advantages you have had in your career to help others develop under your wings."

ADAM OLIVER, HEAD OF CORPORATE SOCIAL RESPONSIBILITY AT BT



What does the programme actually involve?

The Lancaster Career Mentoring programme is run by Careers.

The programme aims to help mentees:

- Develop their skills and self-confidence
- Understand the needs of potential employers
- Build personal and professional networks
- Broaden their knowledge of career options
- Consider self-employment or business creation

What is career mentoring?

Career mentoring is one of the most successful ways of helping students link with industry, develop career management skills and prepare for the transition out of university and into the workplace. In simple terms, mentoring is a one-on-one partnership between a more experienced person (the mentor), and someone who is less experienced (the mentee).

Mentors encourage the student mentee to seek advice and information about their career direction and employment goals, whilst sharing their industry skills, experiences and insights and actively taking an interest in the career transition of the student.

When does the scheme run?

The programme runs over the academic year, from November to May approximately.

Who can become involved?

The programme is open to all Lancaster University students who have completed at least one year of study in HE, and industry professionals with a minimum of two years experience in the workplace. Students must be enrolled at Lancaster University for the full year to participate.

How do I become involved?

Applications to become a mentor can be submitted on this webpage: <http://www.lancaster.ac.uk/careers/employers/other-ways-to-engage/career-mentoring/>



The programme gives you the opportunity to become involved with one of the best universities in the country. In addition to assisting and networking with high-calibre students, you will also be able to work on your own skills in areas such as leadership, communication and coaching.

The programme is not a work experience one, it is a career mentoring programme. The focus is on helping the student develop the necessary skills to manage their career, rather than on-the-job training.

Benefits to mentors

By participating as a mentor you are likely to:

- Obtain personal satisfaction from making a difference to the career development of another person.
- Enhance your 'people skills' in areas such as leadership, interpersonal contact and communication.
- Increase your professional networks.
- Hear fresh perspectives from future members of your profession.
- Increase the profile of your organisation amongst students and University staff.

What makes a good mentor?

An effective mentor has the following characteristics:

- A desire to share information, expertise and experience in order to act as a valuable resource.
- The ability to recognise and encourage the mentee's potential.
- A willingness to invest time and effort into the mentoring relationship and fulfil the agreed commitments.
- An ability to give and receive constructive and honest feedback.
- Commitment to assist the mentee in their decision making processes by listening, sharing and reviewing options.
- The willingness to facilitate networking opportunities through professional contacts.

Mentor responsibilities

The role of the mentor is to support, guide and encourage the mentee in developing the skills and focus they are likely to need in order to develop and manage their career.

Mentors are required to:

- Agree on a regular, mutually convenient contact schedule
- Advise the mentee if they are unable to attend scheduled meetings
- Observe confidentiality and personal boundaries
- Complete and submit feedback by the due date
- Encourage exploration of ideas and facilitate self directed learning
- Encourage the mentee's strengths and help them work on their weaknesses
- Check on the effectiveness of the communication - are we connecting?
- Check on the effectiveness of the relationship - is the mentee making progress?
- Contact the Career Mentoring Officer if any concerns arise

Expected time commitment

The programme runs between November to May approximately. The amount of time is not onerous and usually involves some email and telephone contact and a few face-to-face meetings.

We would hope that mentors are able to:

- Attend the launch event to meet their mentee and other mentors
- After the launch event, meet face-to-face at least twice over the duration of the programme
- Maintain monthly telephone and/or email contact
- Attend the closing event
- Complete and submit an end of programme evaluation

It is possible to informally extend the mentoring relationship into a second year if both parties wish to do so.

What kinds of activities or discussions can mentor and mentee **engage in**?

"I think the surprise for me is how enjoyable the mentoring programme is. It doesn't feel like an obligation."

QUOTE FROM A CURRENT MENTOR.



GET INVOLVED - Mentors are vital in making the Lancaster Career Mentoring programme a success. We value your participation and will assist you every step of the way. The mentoring programme is available to industry professionals with a minimum of two years in work. If you are interested in becoming a career mentor then please complete the registration form at <http://www.lancaster.ac.uk/careers/employers/other-ways-to-engage/career-mentoring/>

Here are some ideas:

1. Explore and plan career options.

- Discuss the range of career options and pathways in chosen disciplines
- Arrange a visit to the workplace
- Discuss the transition from university to work
- Discuss a list of future personal and professional goals

2. Develop professional networks.

- Discuss skills needed to build relationships and network
- Arrange for the mentee to attend a professional association meeting
- Compile a list of contacts the mentee could meet in your field
- Arrange for the mentee to meet a recent graduate to gain their perspective on entering the profession
- Organise a meeting with other individuals from your organisation or with a broader network of professional colleagues
- Arrange an activity with another professional or organisational member

3. Learn and practise the skills needed to access employment.

- Critique the mentee's resume, CV, cover letters and selection criteria
- Give the mentee a mock job interview and provide constructive feedback
- Discuss what employers look for in graduate job applicants
- Arrange for the mentee to 'work shadow' you
- Arrange for the mentee to observe in your workplace or at a professional meeting
- Organise participation in your work activities

4. Develop knowledge

- Develop a reading list and discuss a few articles at a time, emphasising their practical application and relevance
- Discuss various management and leadership styles - what works and what does not?
- Discuss problems emerging in professional or academic contexts and share views on their most effective resolution



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