

2021

Employer Mentoring Programme

MENTOR GUIDANCE



University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

Careers and
Employability Centre
Ionad Dhreuchdan agus
Freagarrachd airson Cosnaidh

1. Introduction

In partnership with employers, the Employer Mentoring Programme is designed to give 3rd year students the opportunity to discuss their career aspirations, increase their sector knowledge and understanding, and explore future employment prospects.

Mentors are volunteers and as such are passionate about providing students with an insight into their own career journey and experiences, challenges and opportunities, via e-mail, telephone, Skype, MS Teams, or in person over a 7 months period.

Setting objectives is an important part of the mentoring process. Prior to meeting you the mentee will be asked to attend a training session run by the university's Careers and Employability Team. During the session they will have the opportunity to think about their aspirations for the future, and the development goals they would like to discuss with you. These goals (which they will be asked to share with you) will form the basis for your mentoring relationship.

Throughout the duration of the mentoring programme staff from the university's Career and Employability Centre will continue to be available to provide ongoing support to both mentors and mentees.

2. Proposed Timeline 2020 / 2021

Date	Activity
w/c 30-Aug-2021	Application window opens (for students)
17-Sep-2021	Application window closes (for students)
Sep-2021	Applications reviewed (from students)
w/c 27-Sep-2021	Mentee training session
w/c 04-Oct-2021	First contact between mentor and mentee
Programme commences	
October 2021	Mentoring month 1 check-in with Mentors and Mentees
November 2021	Mentoring months 2 check-in with Mentors and Mentees
December 2021 / January 2022	Mentoring months 3 & 4 check-in with Mentors and Mentees
February / March / April 2022	Mentoring months 5, 6 & 7 Programme ends / submission of Evaluation Form

3 How becoming a mentor can help you

Throughout the duration of the programme you will get the opportunity to develop and practice your interpersonal, communication, coaching and support skills. You will have the opportunity to share your knowledge and understanding of the sector you are working in, and provide space (through discussion with your mentee) to reflect on your personal development journey, the challenges and successes you have had and how you might want to progress in the future.

4. Meeting your mentee for the first time

Your first meeting is an opportunity to get to know each other, and better understand your mentees interests, career ambitions and development goals. It is also the time to set some parameters for your relationship, and it is often useful to discuss:

- What will make the relationship satisfying and useful for both of you?
- What expectations you have of each other and what are the ground rules?
- What are your mentees priorities?
- Do you want to set an agenda for meetings or keep it informal?
- How you want to meet (i.e. face-to-face, phone, Skype, email.....)

5. Helping your mentee to achieve their development goals

Based on identified goals, there is a broad range of personal development and employability topics you might want to discuss with your mentee. These are not prescribed, and will be agreed between you and your mentee, but some suggestions, which fall under the broad topic areas of moving into graduate employment, personal development, commercial awareness and leadership and management, are shown below:

<p><u>Moving into graduate employment</u></p> <ul style="list-style-type: none"> - Advice on recruitment resources in your sector (e.g. websites, printed materials, recruitment events). - Signposting of the best places to search for internships and work experience. - Coaching your mentee through a mock application - Coaching your mentee through a mock interview 	<p><u>Personal Development</u></p> <ul style="list-style-type: none"> - The skills needed to build relationships and networks. - Further education or professional courses, which might support professional development. - Your organisations approach to annual development and personnel reviews - Attributes valued by the sector and how to articulate them
<p><u>Commercial Awareness</u></p> <ul style="list-style-type: none"> - Sector challenges and opportunities - Service provision and/or markets - Operating in a global environment - Future innovations - Corporate social responsibility and business ethics 	<p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> - Qualities, attributes, values - Motivating individuals and teams - Recognising achievement - Challenging underlying beliefs - Paradigms and assumptions - Empowerment and supporting innovation - Dealing with the unknown - Making difficult decision - Courage and conviction in risky situations

6. Feedback and Evaluation

At key points during the programme a member of staff from the Careers and Employability team will give you a quick call/email to ensure that you are happy with how things are progressing. At the end of the programme you will be asked for more formal feedback which, will help inform the ongoing development of the programme. Should you have any questions, issues or queries out with these 'check in' points you can contact audrey.decou@uhi.ac.uk

If you have any queries or would like to discuss any aspects of this guide in more detail, please contact audrey.decou@uhi.ac.uk

[View Mentor privacy statement](#)