

Mentor Handbook

Undergraduate
Mentoring Scheme
2022/23



Aim of the scheme

At Leeds Trinity University we want to give as much support as possible to enhance the employability of our graduates. This scheme harnesses the goodwill and experience of our employer partners and alumni community to assist our students with their professional development. Where possible, we will provide each student who wishes to be mentored a suitable mentor who has relevant experience, skills, and knowledge. This process will help build each of the mentee's confidence and support them in their transition to graduate employment.

We hope that following a successful scheme we can expand the mentoring opportunities and that students who have been mentored will be Leeds Trinity mentors in the future.

Who is eligible?

This scheme focuses on delivering mentoring support for all students who are keen to engage with professionals who can support them with their professional development.



What are the key dates for Leeds Trinity Mentoring?

- | | |
|----------------------------|--|
| September | Launch. You can apply to a specific mentor to become a mentee and will find out immediately if you've been matched. |
| October/November | Training session will be delivered virtually. |
| November - February | Mentoring takes place with fun activities throughout the Programme to help facilitate your conversations with your mentor. |

Aims of Mentoring

We want mentees to benefit from your knowledge, experience, and skills. The aims for each mentor are:

- Provide encouragement
- Develop a supportive relationship with your mentee
- If you can, share your network if it will aid your mentee's professional development
- Improve your mentee's self-confidence
- Offer professional development
- Encourage reflection on practice
- Help your mentee learn from your experiences
- Help your mentee become more empowered to make decisions
- Develop your mentee's communication, study, and personal skills
- Help identify goals and establish a sense of direction
- Offer valuable insight into the next stage of their career.

Benefits to you and your workplace

We really want our mentors to get as much out of the scheme as our student mentees.

The potential benefits to you include:

- Personal satisfaction that you have assisted a student in their professional development
- Self-development in learning new skills
- Enhancing your own employability through being a recognised mentor
- Networking skills.

Being a mentor could also benefit your workplace through:

- Being recognised as a student-friendly organisation
- Positive PR for developing and supporting others
- Other potential links with Leeds Trinity including placements and graduate recruitment opportunities

We would like to recognise your contribution to the scheme whether this is a positive news story, a certificate or LinkedIn recommendation. Please contact us at the end of the scheme to let us know how we can recognise your support.



How does it work?

- Mentees will be assigned a mentor based on their career aims and objectives. They will then be asked to make contact with you. We will also email you at the start of the scheme to provide a bit more information about your mentee.
- Mentoring involves regular meetings; these can take place virtually via technology, through email, face to face or over the phone.
- We encourage the mentoring relationship to continue even after the scheme (if both parties agree).

To get the most out of the process we are advising mentees to:

- Be honest and open about themselves
- Take responsibility for their learning and personal development
- Ask questions to learn as much as they can from their mentor
- Have trust and confidence in you
- Accept they may have to do things differently or step out of their comfort zone.



Mentoring challenges

Through the programme, our mentees will be asked to complete a series of challenges to help facilitate the conversation between mentors and mentees.

The challenges are:

Challenge 1: Target setting and action plan

Mentees will be asked to submit evidence of this to the Careers Team by Thursday 1 December.

To get the most out of the mentoring experience mentees need to discuss with their mentor what they would like to achieve from the programme. Target setting, and planning is extremely important. Mentees will be asked to meet with their mentor to discuss three specific objectives for the whole programme.

Objective

1

2

3

Action planning

Next, mentees will need to discuss up to six actions which both can undertake to help achieve the set targets and set an agreed time frame to complete them. This action plan will help to ensure that mentees are prepared to meet the objectives.

Action	Objectives action achieved	Date agreed





Challenge 2: Mentor profile

Mentees will be asked to complete and submit evidence of this challenge being completed by Friday 27 January to the Careers team.

The time has come to be creative. We would like mentees to create a profile about their mentor which would help somebody else learn more about their mentor for next year's Leeds Trinity Mentoring programme.

This challenge provides mentees an opportunity to find out more about your career path and what steps you took to reach the position you are at today.

This will result in the mentee understanding new different paths they may never have considered or thought existed.

Challenge 3: Evaluation

Mentees will be asked to submit evidence of this to the Careers team by Tuesday 28 February.

Finally, mentees will need to review their original objectives and rate the progress, 1 being no progress and 5 being maximum progress.

Once they have reviewed their progress with their mentor, mentees will need to put together a plan for their next steps, whether this is to continue developing this objective or to move on and start implementing their new skill into other areas of their work or study.

Mentors can help provide guidance on what these next steps could be and provide feedback on how they feel their mentee may have changed throughout the process.

	Objective	Progress (rank 1-5)	Next steps
1			
2			
3			



What if it is difficult to meet up with my mentee?

A virtual, face to face or telephone discussion is usually the most effective way of developing a good quality mentoring relationship.

We advise regular communication throughout the programme with your mentee and ensure you prepare questions and topics before each meeting. If you are struggling to get in contact with your mentee, please contact the Careers team who will assist you.

What do I need to agree upon with my mentee?

- The goals for the programme of mentoring
- Yours and your mentee's responsibilities
- The time commitment
- How and when meetings and communication will take place
- How to deal with confidential information
- What topics or issues are outside of the scope of the mentoring relationship
- How obstacles and problems are to be dealt with.

As a mentor you will draw on your ability to be:

- Enthusiastic about the concerns, needs and aspirations of the mentee
- A good listener
- Empathetic with how the mentee feels and their challenges
- Positive in your view to see solutions.

What mentees need from you?

- A sounding board and listener
- A giver of encouragement
- A critical friend
- A source of emotional support
- A confidante
- A knowledgeable contact
- A positive role model.

What skills and qualities are we wanting to develop?

Through this programme, we would like our students to develop key graduate skills including:

- Confidence
- Self-management
- Communication
- Ability to plan and deliver on key objectives
- Knowledge of opportunities after graduation

Suggested mentor etiquette

- Aim to respond to your mentee promptly. Acknowledge their message if you are busy and tell them when you are able to reply back in more detail
- Support students with the challenges provided
- Offer positive and constructive feedback
- Know your limitations; clearly tell your mentee when you are available and be clear about the boundaries of the support you can offer.

Maximising the experience

- The expectations are to listen and provide guidance around career related issues
- You are not expected to have to advise them about such things as financial or personal issues
- Your role is not to tell the mentee what to do, it is to help their thinking.

Support available from Leeds Trinity University

- Relevant training
- Telephone and email link to help with any problems that may occur
- Contact the Careers team during and after the mentoring period to ensure the partnership is working well.

Queries and concerns

If you require any further assistance or have any concerns, please contact the Careers team at careers@leedstrinity.ac.uk or telephone 0113 2837151.

Mentor notes on the scheme

Meeting/correspondence 1 _____

Meeting/correspondence 2 _____

Meeting/correspondence 3 _____

Meeting/correspondence 4 _____

Recommendations (to Leeds Trinity regarding the scheme) _____

Key Contacts

Careers+Placements

careers@leedstrinity.ac.uk

0113 283 7151

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