

EMPLOYABILITY MENTORING



**Mentee introduction & reference pack
2018/19**

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Welcome!

Welcome to DMU's Employability Mentoring Project!

It's fantastic that you're considering joining our Employability Mentoring Project. Since 2014, our industry mentors have given life-changing guidance and advice to current DMU students and also alumni. A mentor can make a huge difference to your confidence, employability and professional plans.

Right now, you might be unsure about what you can get out of a mentoring experience. If so, don't worry. In this pack, we'll take you through everything you need to know before you decide if you do want to get involved, covering what mentoring is, what you can expect out of the process and what you can do to be a great mentee.

We will explore core concepts of self-awareness, attitude, knowledge and skills to assess your current understanding of your own employability. By helping to identify where you are currently, you can then begin to think about the sort of professional you wish to become.

We can support you as you explore your personal motivation for mentoring and help you identify what sort of mentoring experience will bring out the best in you.

By providing access to a range of industry mentors and their perspectives, you can develop your professional abilities and interpersonal skills that will help you prepare for the world of work.

Throughout the mentoring programme we ask you to focus on the power of questions and to develop the ability to extract key information from others you meet with, which will help you to become the professional you want to be!

We will also be checking in with you on a regular basis through out this journey to see how things are going and asking you some questions about your employability and your experiences with us. This is to help us understand your journey better and ensure that we are doing all we can to help you.

Whilst we will work through this pack with you, please do take the time to go through this information again on your own to ensure you fully understand what is involved so you can make the right choice for you, and get the best out of your mentoring experience. Good luck!

What is Employability Mentoring?

Defining 'Employability Mentoring'

Employability Mentoring is just one of a fantastic range of opportunities offered to students as part of Careers and Employability at DMU.

Employability is a concept not easily defined. We believe that it involves your skills, knowledge, attitude and self awareness in being able to promote the best of yourself to potential employers in a way that makes you stand out from the crowd. Its not just about getting a job, but about being successful in that job and having a positive impact on those around you and the work of the organisation. It's a journey and an outcome where you are deliberately and consciously developing yourself to be the best that you can be in the world of work.

Mentoring is a '*a voluntary, mutually beneficial and purposeful relationship in which an individual gives time to support another to enable them to make changes in their life*'. Mentoring and Befriending Foundation, April 2012

Essentially Mentoring is seeking to learn from the experience of another to help you understand your potential path ahead. This will help to inform your decision-making by listening to others, applying your notes and taking action.

Employability Mentoring is either a one-to-one or small group based voluntary relationship where there is a two-way exchange of information. This relationship may be either face to face or online and includes both the mentor and the mentee/s sharing their perspective and life experience based on topics associated with the mentee's 'employability'.

Employability Mentoring will enable you to learn from the achievements and guidance of an experienced and trusted advisor to discover your own potential. It's an opportunity to focus on your development, step into the future and receive personalised support and guidance from an industry expert - a mentor!

What do our current mentees say about the project?

Below is a selection of comments from just a handful of students who have successfully engaged in mentoring and have seen great benefit from discussing employability with an experienced professional.

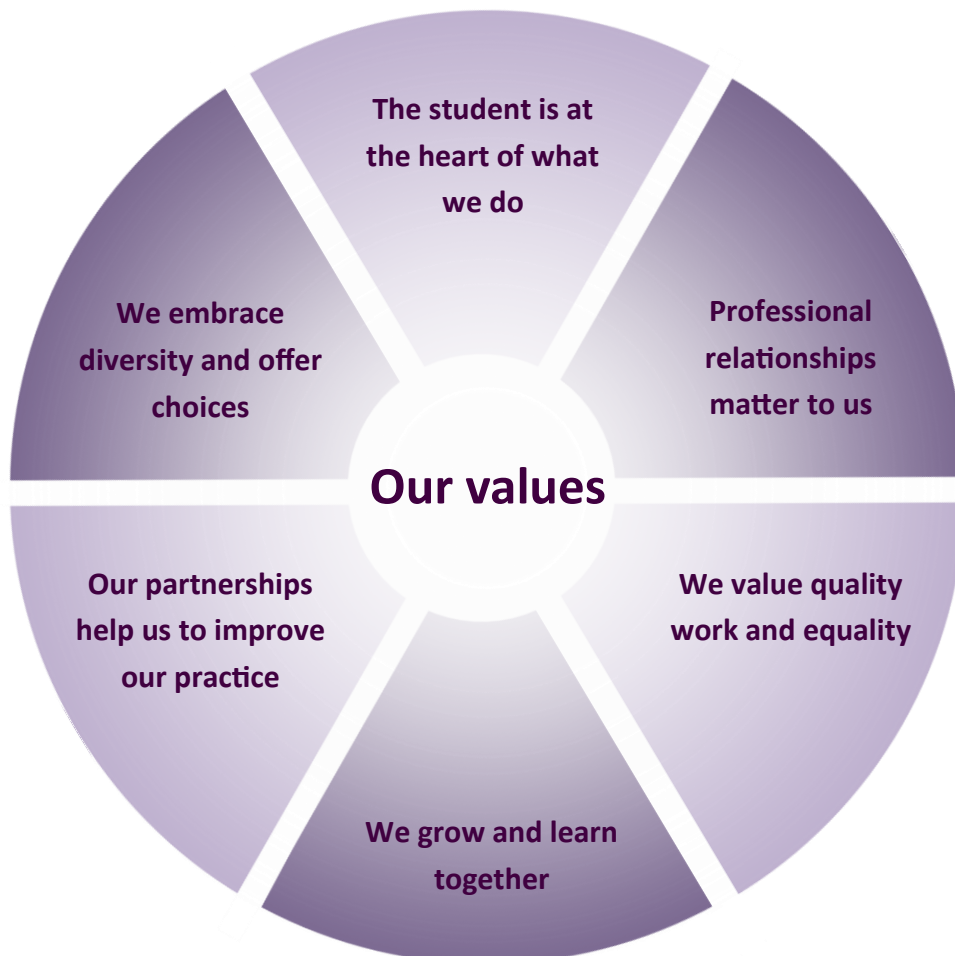
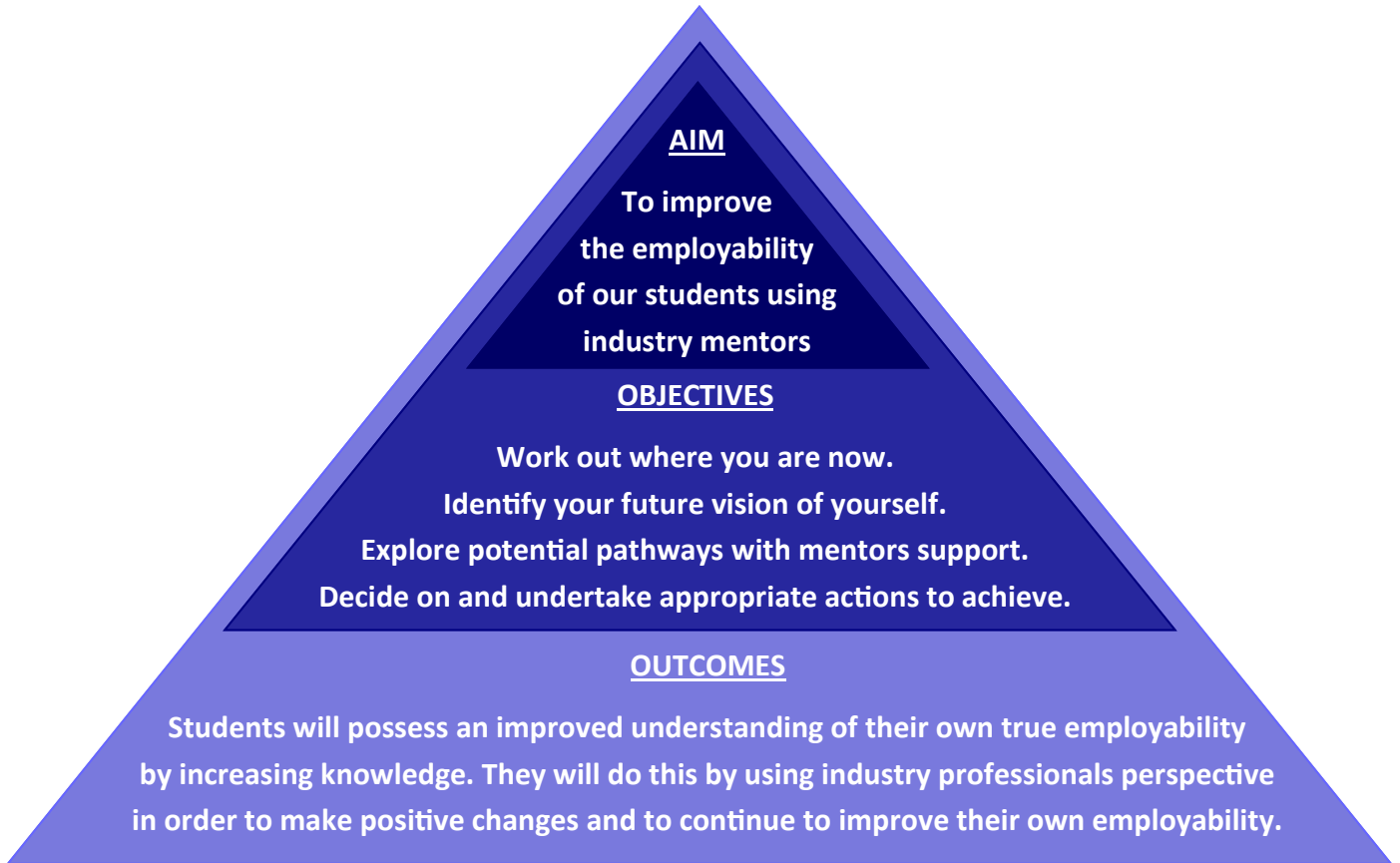
"I thought the mentoring sessions were really useful, I got an insight into what the work place is like after university and how to prepare myself for it" **Tiana**

"Hearing a variety of different journeys made me realise that everyone is their own individual"
Daniel

"I do strongly believe that the experience I have gained will continue to spur me on to get what I wanted and remain motivated, for time to come" **Emmanuel**

"I found out that mentoring is not just about employability but is also about becoming the best you can be in every aspect of life"
Kam

What is the project looking to achieve?



Looking at our project values and aims, how do you see what we do helping you?

What is and is not 'Employability Mentoring'?

Employability Mentoring is...



- Based specifically on topics related to a students own employability
- About sharing perspective with each other relating to employability
- Listening and asking questions between people as mentee and mentor
- A relationship driven by people wanting to learn from each other
- A great opportunity to learn, develop and grow professionally
- Coming to a better understanding of ones own career aspirations
- Working long term towards the sort of professional you want to be
- About building an informal yet professional relationship with others



Employability Mentoring is not...

- Just idle chit-chat between people with no purpose
- Only beneficial to just one person in the mentoring relationship
- Just giving someone the answers or doing their work for them
- Complaining to someone about something which is bothering you
- Having all the answers for someone who wants to know everything
- Telling someone who does not have experience what to do as a manager might

What is Employability Mentoring?

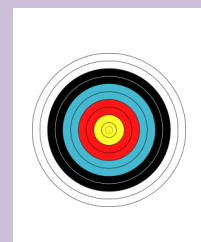
Below is a selection of statements about Employability Mentoring. Which statements do you think are the most accurate? Place a tick next to just one of the statements on each line which you think is correct.

<input type="checkbox"/>	A one way relationship	Or	A two way relationship	<input type="checkbox"/>
<input type="checkbox"/>	Driven by the mentor & their motivation	Or	Driven by me & my motivation	<input type="checkbox"/>
<input type="checkbox"/>	Getting clear direct answers to questions	Or	Discussing other peoples thoughts	<input type="checkbox"/>
<input type="checkbox"/>	Listening and making choices	Or	Being told what to do	<input type="checkbox"/>
<input type="checkbox"/>	Just socialising with someone	Or	A professional relationship	<input type="checkbox"/>
<input type="checkbox"/>	A serious commitment	Or	Not a serious commitment	<input type="checkbox"/>
<input type="checkbox"/>	About employability related topics	Or	About how to undertake my academics	<input type="checkbox"/>
<input type="checkbox"/>	A negotiated flexible arrangement	Or	A set formal arrangement	<input type="checkbox"/>
<input type="checkbox"/>	A mandatory commitment	Or	A voluntary commitment	<input type="checkbox"/>

What does a typical mentoring session look like?

Set a target for the session. What do you want to know more about? Perhaps an area you want to develop such as your understanding, attitude, knowledge, etc. Your target is what your questions will focus on and what you want to talk to your mentor about.

For example, you might be struggling with your own self-confidence when presenting and want to learn more about how to handle nerves.



Have a plan for the session. Think about how you will use the time to enable you both to talk. It doesn't matter if you go off topic for a moment, just as long as you both agree it's ok and you are taking a relaxed informal approach.

For example, plan a basic structure to the meeting, e.g. introduction, catch up from last time, your issue, key questions to ask and action points.

Have great questions ready for your mentor that will allow you to delve into and explore their work experiences. Have good additional questions to hand and think about how you further explore their answers in detail.

For example, you might ask them about when they have had to deal with an issue and then explore them further using supplementary questions.



Make notes... Lots of them. The mentor will share information with you (some will appear valuable, others less so). Some information could one day become valuable. Master the art of conversation and note taking.

For example, they might share some tips, a model, a useful website or book, or how it all went right or wrong. What did they say that you can use?

After your session, **read your notes.** Consider what relates to you and your own pathway and what is less useful. Sift through and discard what you need to, in order to create a list of useful actions to undertake.

For example, something they share might be specific to their experience such as sector based issues or a working culture and not relevant to you.



Act on your notes. If you have a list of things to do that you know will benefit you, then do them! Learning takes place when you introduce change based on what you have listened to. Think, speak, act!

For example, using something they said that helped them, try this out, apply it in your work (thoughts, word, actions) and observe what happens.

Reflect on your new experiences as a result of the action you took... Your mentor will be keen to listen and learn about what you did, how you did it and if it helped. New experiences bring new questions and learning.

For example, After you have completed your actions, perhaps share these with your mentor to assess their impact and maybe discuss further ways for you to develop/grow.



What will be expected of me and of others?

In any mentoring relationship its important to ensure that expectations are managed. The Employability Mentoring team can help offer guidance on your role as mentee and what support you can expect from the mentor and ourselves.

The Venn diagram below shares an overview of what we should expect from each other. We share the central areas such as respect, openness, confidentiality and professionalism. The additional areas are ones that we each take a lead on within our roles as mentee, mentor and project staff.

By clarifying these at this point, it will help you to commit to the project with confidence knowing what will be expected of you. It will also act as a reference point for the future if you have any questions.

We respectfully ask all parties to agree to joint and individual expectations, in order to commit to the three way relationship and to help ensure that should issues arise they can be easily identified and resolved.

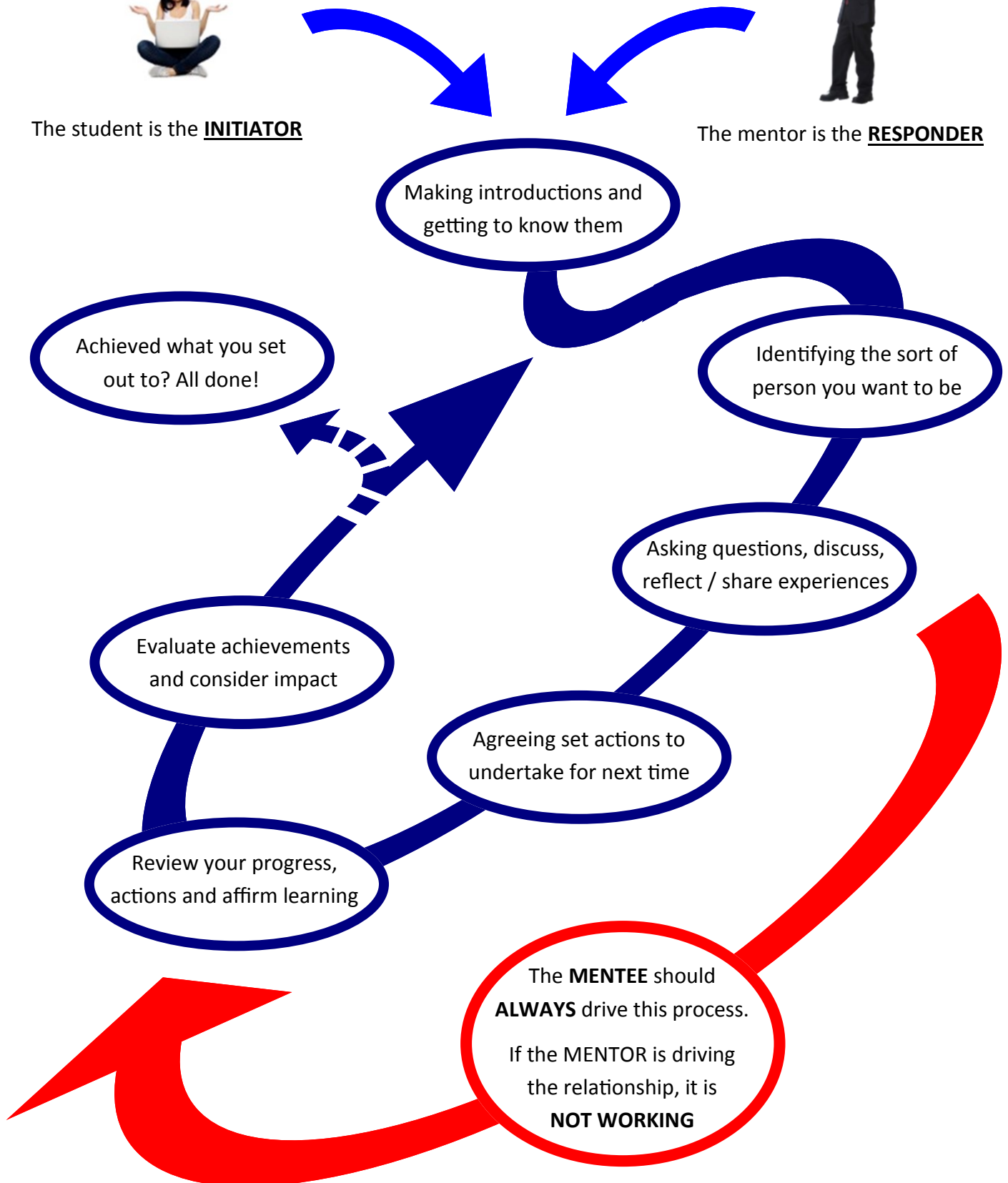


What am I responsible for?



The student is the **INITIATOR**

The mentor is the **RESPONDER**



Will I struggle with driving the relationship? If so, why?

What is involved if I sign up?

Think of the mentoring project as a journey which will help you grow and learn about yourself with the support of your mentor. If you sign up we need to know that you are committed to the programme. All of our mentors are offering their valuable time on a voluntary basis. Below we've mapped out each stage of the journey for you which aims to help you feel confident and prepared for when you meet your one-to-one mentor. Look at the stages in order to understand what is next if you commit to mentoring.

1. Understand ...

Submit your expression of interest form and attend an introduction session to find out if the mentoring project is right for you!

2. Apply...

You're read to apply! The application form will help us get to know you, your career aspirations and how the project can support you.

3. Prepare...

Once you join the project we'll take you through a number of sessions to help you prepare for the mentoring experience. We'll explore where you're at now, goal setting and how to ask great questions.

4. Group Mentoring...

The mentoring journey begins with access to group mentoring sessions. Ask questions to the mentors and learn from the responses they share!

5. Exploring professionalism ...

Here we look at how to initiate professional relationships and work at them to get the best out of them to prepare for your one to one mentoring.

6. One-to-One Mentoring...

Experience a one to one mentoring taster with us before being matched to your mentor. You're ready to go!

Am I willing to commit to a process of professional development?

What might I struggle with as a mentee?

As a mentee there are certain expectations which you must be aware of in order to undertake a meaningful and valuable mentoring experience. The most important expectation is to see yourself as the 'initiator' in the mentoring relationship by requesting meetings, asking questions, driving discussion and following up on actions you have agreed with your mentor. This is **not** their responsibility.

Below is a sample list of some of the responsibilities of a mentee. We would like you to tick the top three statements you feel you might struggle with and need support with.

- I need to arrive on time to meetings
- I need to take initiative and arrange to meet my mentor
- I need to prepare and ask relevant questions
- I need to have an ideal that I aim to pursue
- I need to give and receive feedback
- I need to reflect on myself and the feedback shared
- I need to analyse information carefully
- I need to follow through on my promises
- I need to make action plans and follow through
- I need to be professional and to respect confidentiality



Have a think about:

- Why will these be an issue for you?
- What will you need to do to address these?
- How can we help you address these so they are no longer an issue for you?

Use the space below to note your thoughts on this:

.....

.....

.....

.....

.....

What's my current position on employability?

In order to see if you will benefit from Employability Mentoring, we want you to spend a few moments thinking about and noting down where you are at right now regarding your own employability. To make it easier, think about things like your attitude, your awareness, your knowledge and your skills.

Please describe your attitude regarding being 'work ready'? *What is a good professional attitude?*

Please describe your level of self-awareness? *How professionally you come across (how others see you).*

Please describe your industry knowledge? (What you know about its politics/culture/expectations?)

Please describe your skills? *What are you good at? How do you use those things to create success?*

What sort of professional do I want to become?

Now that you have thought about where you are at, the chances are you have highlighted areas that you can develop and improve on. Thinking about the sort of professional you want to become can really help your mentor when they meet you in understanding where they can help and share their experiences.

This could be by developing your confidence, your ability to present effectively, giving yourself proper credit for your work, improving your drive, timekeeping or perhaps learning about the culture of different workplaces.

Think...

Take a moment to think about the sort of person that you want to become. Do you have an idea or vision for how you would like to be in the future?

Action...

Use the space below to either draw/write your vision for the professional you wish to become. (Your knowledge, skills, self-awareness, attitude)



How can ‘questions’ help me to achieve more?

Your ability to be proactive and ask questions can make or break a mentoring relationship. This includes your questioning of yourself as well as asking questions of potential mentors.

- Asking questions of yourself helps you to identify where you are at = **Your current position**
- When this is clear, think about the sort of person you wish to become - **Your future desired state**

When your current and future desired state are clearer, the journey in-between can be better explored with a mentor. However, a good mentor can only help you if you have the right questions. Having good questions to ask a mentor helps you to move from where you are at, towards becoming the person you wish to be in the future. There are different question ‘types’ for different stages of the journey:

Before mentoring:

- Reflective questions - What is my current position? How do I know this is my current position?
- Key questions - Who do I want to become? What is my future desired state? What is my vision?
- Follow up questions - What sort of person can I speak to, to help me progress myself?

With my mentor:

- Mentor questions - In your time how have you done things? What did you do and why?
- Supplementary questions - What *additional* questions can I ask after listening to their view?

After mentoring:

- Challenge questions - Am I willing to change my thoughts, words and actions to see progression?
- New reflective questions - Where am I now? What is my current position? How far have I come?

Below are a sample questions you could ask a mentor. Which ones are stronger mentoring questions?

Strong question	<i>Look at the questions below. Consider if these are good questions to ask a mentor. Place a ‘tick’ in the column if you think it is a good question or not.</i>	Weak question
	How do I get a job in this current climate ?	
	Should I apply for an internship this year?	
	What have you done to progress yourself professionally in your career?	
	What do you think UK independence will mean for industry here in the UK?	
	In your experience what did employers look for in interviews you have attended?	
	How do you develop professional networks in your line of work?	
	Do you think I have good chance of making it in the industry I want to go into?	
	How have you managed stress that comes with doing an important presentation?	

What do you think are the benefits of asking questions?

What sort of mentor character would I prefer?

Name (print):

Step one

Please circle the numbers in the left hand column next to the statement that you believe are the most correct in terms of your needs. Try to resist circling them all, but instead focus on real needs:

	I feel that I need a mentor who:
1	Can directly confront my issues head on which might be holding me back
2	Can help me with creative input and to help me think creatively
3	Can give me a healthy push to improve my performance and set goals and targets
4	Can give me lots of positive encouragement and support
5	Can help me see value in getting connected with others and building a network of contacts
6	Can help me learn from issues and apply their knowledge to help me overcome my issues
7	Can communicate lots of motivation and energy to influence me
8	Can advise me on the best type of people to speak to get me where I want to go
9	Can relate to my situation and despite the challenges can illustrate it's possible to achieve
10	Can help introduce me to other people and build my technique to do so
11	Can help me to understand things in a better, more logical way
12	Can challenge me should I be considering dropping out or giving up
13	Can help me generate new thinking around the bigger picture in life
14	Can provide me with a form of teaching to help me to better understand something
15	Can help me to raise my aspirations in life with fresh thinking and ideas

Step two

Now look at the numbers that you have circled and then circle that exact number on the grid below:

Style 1	Style 2	Style 3	Style 4	Style 5
1	4	6	2	5
3	7	11	13	8
12	9	14	15	10

Step three

Now look at the grid and based on the number of circles under each style, consider which of the five styles are the ones that you might most favour and what sort of mentor you might benefit from.

Style 1 = **Challenger**

Style 2 = **Cheerleader**

Style 3 = **Educator**

Style 4 = **Ideator**

Style 5 = **Networker**

The possible preferred style of mentor I might need is:

.....

What have I gained as a result of this session?

Name (print):

This project aims to **improve your employability using industry mentors.**

We plan to do this at this stage by helping you to:

Diagnose and clarify your position in relation to your own perceived employability
and...

Identify a future desired state as to the sort of professional you aim to become

Following this session today please can you provide answers to these statements:

Please circle the words in bold italics that best represent where you are at now:

Q1. Todays session ***has / has not... prompted / helped / enabled*** me to assess where I am at currently regarding my employability?

Q2. Todays session ***has / has not... prompted / helped / enabled*** me to identify the sort of professional that I want to become?

Q3. Todays session ***has / has not... prompted / helped / enabled*** me to see the value of mentoring to develop my future aspirations?

Q4. Todays session ***has / has not... prompted / helped / enabled*** me to explore and value my own employability?

Q5. Please can you briefly explain the ***impact*** of this session in your own words:

.....

.....

.....

.....

.....

Glossary of terms

Get to grips with the language of Employability Mentoring

Employability - The level of 'job-readiness' and appeal an individual has achieved to transition smoothly into the industry area of their choice.

Employment - Hiring an individual to undertake paid work.

Mentoring - The action of sharing experiences, guiding and supporting another individual to progress in a chosen area of development.

Mentoring agreement - The agreement between mentor, mentee and the project team to ensure the success of the partnership.

Mentor - An experienced and trusted advisor who is able to use their own wealth of experience and knowledge to support the development of another individual.

Mentee - An individual actively seeking guidance to support them explore a wide range of concerns relating to an area of interest.

Guidance - Advice or information aimed at resolving a problem or difficulty, especially when given by someone with expertise.

Wisdom - The quality of having experience, knowledge and good judgement. The capacity to make the best decision and take the right call in matters relating to work and life.

Potential - Showing the capacity to develop into an area of talent in the future.

Talent - An ability or skill that you are very good at, owing to hard work and dedication.

Attitude - A mind-set and a way of thinking or feeling about something which could be positive, negative or indifferent.

Skills - The practised ability to do something well in order to achieve a level of success.

Quality - A distinctive personal characteristic or attribute possessed by an individual.

Knowledge - Information, understanding and facts acquired through experience or education.

Experience - Practical contact with a range of situations and events from which new skills, understanding and awareness are developed and refined.

Vision - The ability to think about or plan the future with imagination and creativity.

Goal - The object of a person's ambition or effort; an aim or desired result.

Self-Awareness - Conscious knowledge of your own character, desires, ambitions and feelings.

What happens now?

If at this point now you are interested in getting involved, please look out for our next communication to you. In this email we will be referring you to the registration from where you can formally sign up.

If the project is not for you, then no problem. As long as you have all the information you need to make that decision, that's great. Please do look at our wider range of careers services. Contact us to find out more about these and how we can signpost you to the offers that are right for you. dmu.ac.uk/careers

Thank you!

Notes section (drawn)

Do you prefer to make notes in a more creative way? Please use the doodle space below to work out your thoughts and actions! If you need help from us then let us know. We are here to help!

If you have any questions / want to contact us:

Mentoring@dmu.ac.uk

www.dmu.ac.uk/mentoring

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