



MENTORING PROGRAMME **- MENTEES -**

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AGENDA



01

What is mentoring and how can it benefit you?

02

Working effectively with your mentor

03

Your mentoring support kit

MENTORING



Mentoring is a partnership in which a mentee is assisted in making significant advances in knowledge, perspectives and vision, in order to develop their full potential. The mentor's wisdom is utilised by the mentee to facilitate and enhance new learning and insight.



Megginson and Clutterbuck, 2004

PURPOSE OF MENTORING IN UL

To assist you in your development to...



overcome personal barriers and challenges



tap into knowledge of those more experienced



learn faster than you would on your own



close gaps and take ownership of your career development



excel and flourish in your career



“

Professional development of our
colleagues is key to our success

”

*Professor Shane Kilcommins
Provost and Deputy President*

Mentoring Topics

The mentoring topic(s) should be identified by the mentee and could relate to any of the following wide range of topics or beyond.

Career development

- Building a successful career (academia / professional services)
- Establishing and following short and long-term career goals
- Developing in your career and taking on new roles
- Developing networking skills and professional relationships
- Developing leadership experience and capability
- Getting advice and guidance on taking on new responsibilities
- Obtaining more experience in a particular aspect such as lecturing/teaching/managing people etc.
- Opportunities for career advancement
- Applying for a different post

Skills and Competencies

- Learning and developing in a management role
- Dealing with people challenges
- Developing professional and technical skills and competencies
- Thinking and acting more strategically
- Creating efficiencies within your role

Understanding UL

- How things work at UL
- Developing an understanding of UL culture, policies, processes and programmes
- Understanding the relationships between different departments and faculties
- Developing an understanding of different systems within the department/university

Strategic thinking and Leadership

- Increasing your self-awareness

- Understanding the UL strategy.
- Developing your presence
- Identifying and focusing opportunities.
- Making key introductions
- Personal development opportunities

Research

- Understanding available supports
- Developing / reviewing research plans
- Strengthening networks
- Integrating different strands of work
- Obtaining funding, applying for grants
- Enhancing research outputs
- Developing and maintaining effective work habits

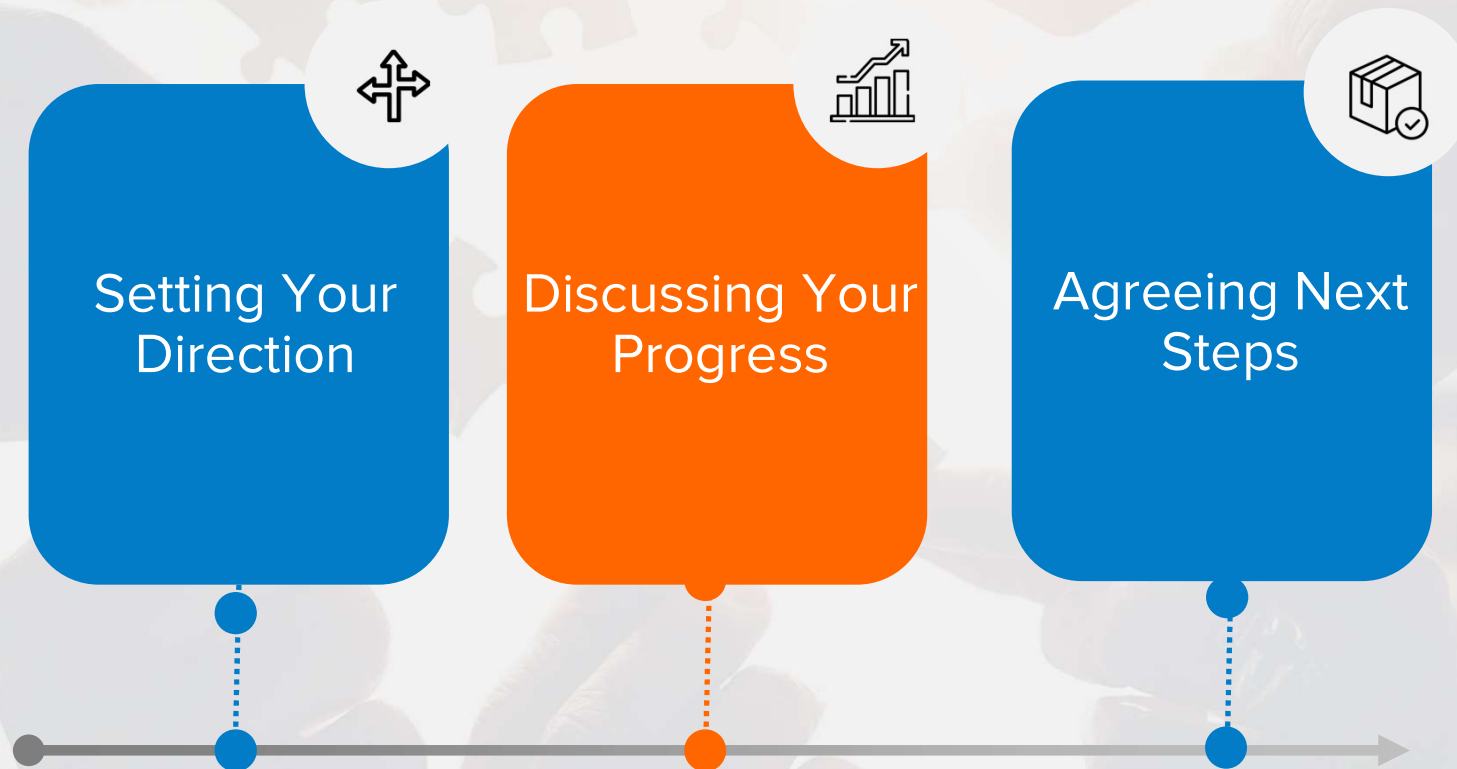
Teaching (Source: UCSC Faculty Mentorship Program)

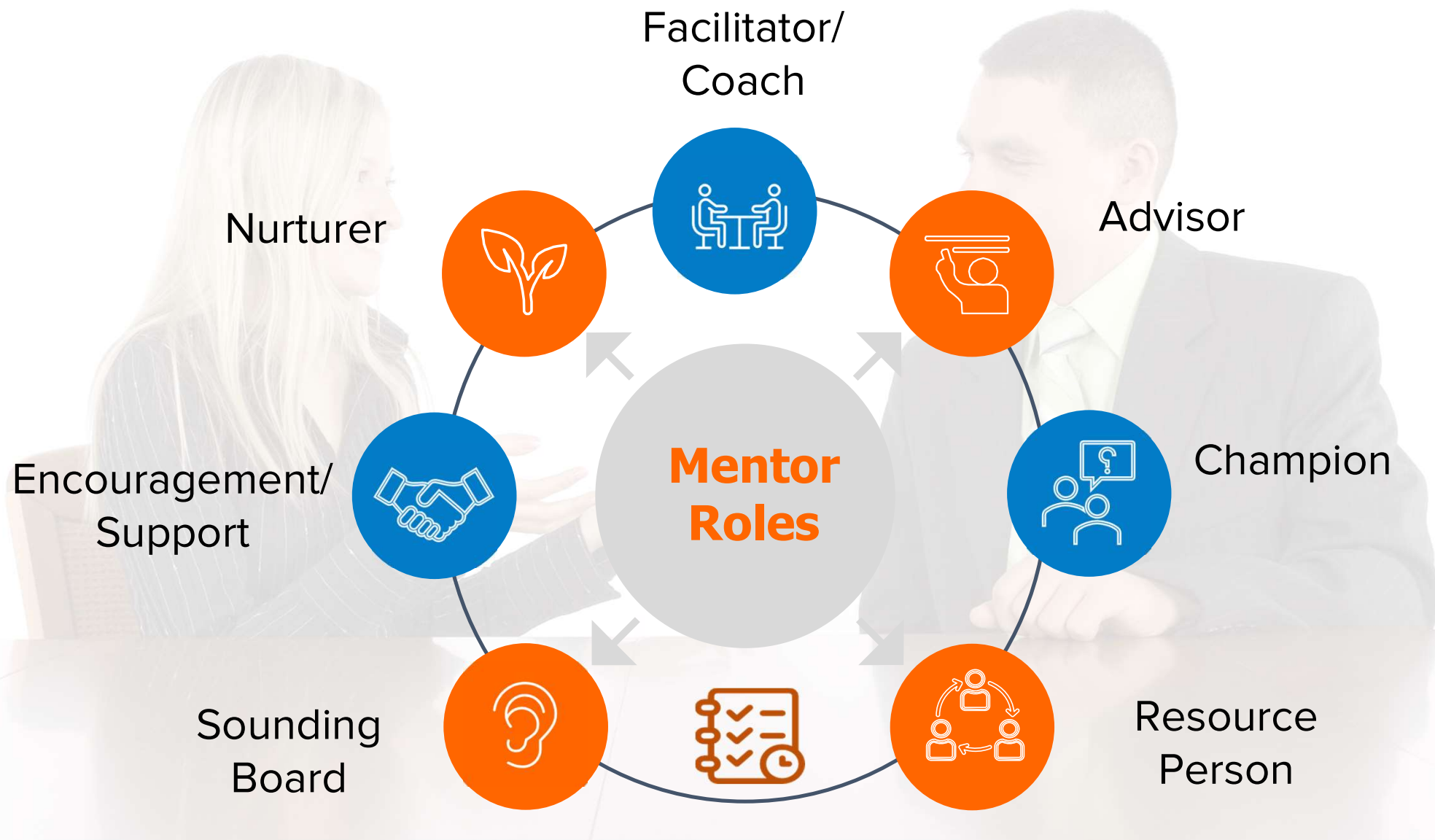
- Effective teaching strategies / structures
- Confidence in the classroom
- Managing time
- Teaching design / delivery / evaluation
- Maximising your role as a teacher
- Working with challenging situations

Work-Life Balance

- Finding a work life balance
- Managing stress
- Developing a healthy lifestyle
- Resources and facilities available in UL

THREE MEETINGS WITH YOUR MENTOR





MENTEE ROLES





How can you prepare for your meetings?

Mentoring Meeting 1

AGENDA

Date: _____ Time: _____ Location: _____

Meeting Goal:

Topics for Discussion

Confidentiality
Meeting preparation and expectations
Meeting structure
Mentoring agreement
Mentor and mentee background and experience
Mentoring vision and goals
Setting goals
Mentoring development plan
Next steps

Topic	Action	By Whom

SMART GOALS

- S** SPECIFIC
- M** MEASURABLE
- A** ATTAINABLE
- R** RELEVANT
- T** TIME-BOUND

"I want to develop my network"

The background of the slide features a faded, artistic image of several hands reaching up to hold together interlocking puzzle pieces, symbolizing teamwork and building a network.

SMART GOAL

EXAMPLE

“I want to develop my network”

I want to develop my network, which means interacting with new people in my industry/in my faculty. I will interact with at least five new people at work-related gatherings, both formal and informal, and get to know them within the next six months.

The background of the slide features a faded, high-angle photograph of several hands reaching in from different directions to hold together interlocking puzzle pieces. The hands are of various skin tones, and the puzzle pieces are light-colored with dark outlines. The overall tone is collaborative and focused.

SMART GOAL EXAMPLE

“I want to develop my network”

I want to develop my network, **which means** interacting with new people in my industry/in my faculty. I will interact with **at least five new people** at **work-related gatherings, both formal and informal**, and get to know them within for **the next six months**.

Mentoring Meeting 2

AGENDA

Date: _____ Time: _____ Location: _____

Meeting Goal:

Topics for Discussion

Progress made
Successes
Challenges
Opportunities
Update development plan
Next steps

Topic	Action	By Whom

Mentoring Meeting 3

AGENDA

Date: _____ Time: _____ Location: _____

Meeting Goal:

Topics for Discussion

Progress made
Successes
Challenges
Opportunities
Update development plan
Feedback and key learnings
Future goals and next steps

Topic	Action	By Whom

WORKING EFFECTIVELY WITH YOUR MENTOR



Be Prepared



Be Open and
Honest



Build the
Relationship



Turn
Conversations
Into Actions

UL ADVANCE MENTORING AGREEMENT

This mentoring agreement sets out how we will work together and will form the basis of the mentoring relationship.

Mentor Name: _____

Mentee Name: _____

Duration of Mentoring Relationship

This agreement will cover the period -
from: _____ to _____

Confidentiality

We agree to keep information shared through the mentoring relationship confidential unless otherwise agreed at the time of the discussion.

Meeting Frequency and Duration

We will meet at least once every ____ weeks for ____ hours. If we are unable to attend a scheduled meeting, we will to notify one another in advance.

Meeting Location (face to face or online)

Our meetings will take place at/in

Progress Review

We agree to open and honest communication and feedback and will allow five minutes for feedback at the end of each meeting to discuss what is working well and what needs to be changed or addressed.

Relationship Termination

In the event that either one of us finds the mentoring relationship unproductive or needs to terminate it for any reason, we agree to honour that decision without question or blame.

Contact Information

Mentee Email Address and Phone Number:

Mentor Email Address and Phone Number:

Date: _____

Mentee's Signature: _____

Mentor's Signature: _____



MENTOR'S EXPERIENCE

- What professional experiences did you have that led you to your current position?
- What were some challenges you faced along the way?
- What skills have been most beneficial for you?
- What one thing would you like to have known when you were at the same stage of your career as I am?



QUESTIONS TO ASK A MENTOR

CAREER DEVELOPMENT

- What would you advise me to start doing, or what actions would you recommend I take to develop my leadership/influencing skills etc?
- How do you think I could best prepare myself for career advancement in the future?
- What are some of the potential challenges you think I should be prepared for?
- What habits have you developed to help you better manage time and workload?



QUESTIONS TO ASK A MENTOR

UNDERSTANDING UL

- What should I know about this the structure or culture in UL that would be helpful in managing my career?
- What activities or strategies would you recommend I could take to develop my professional network?
- How can I get to know more about the various departments and faculties in UL and how they work?

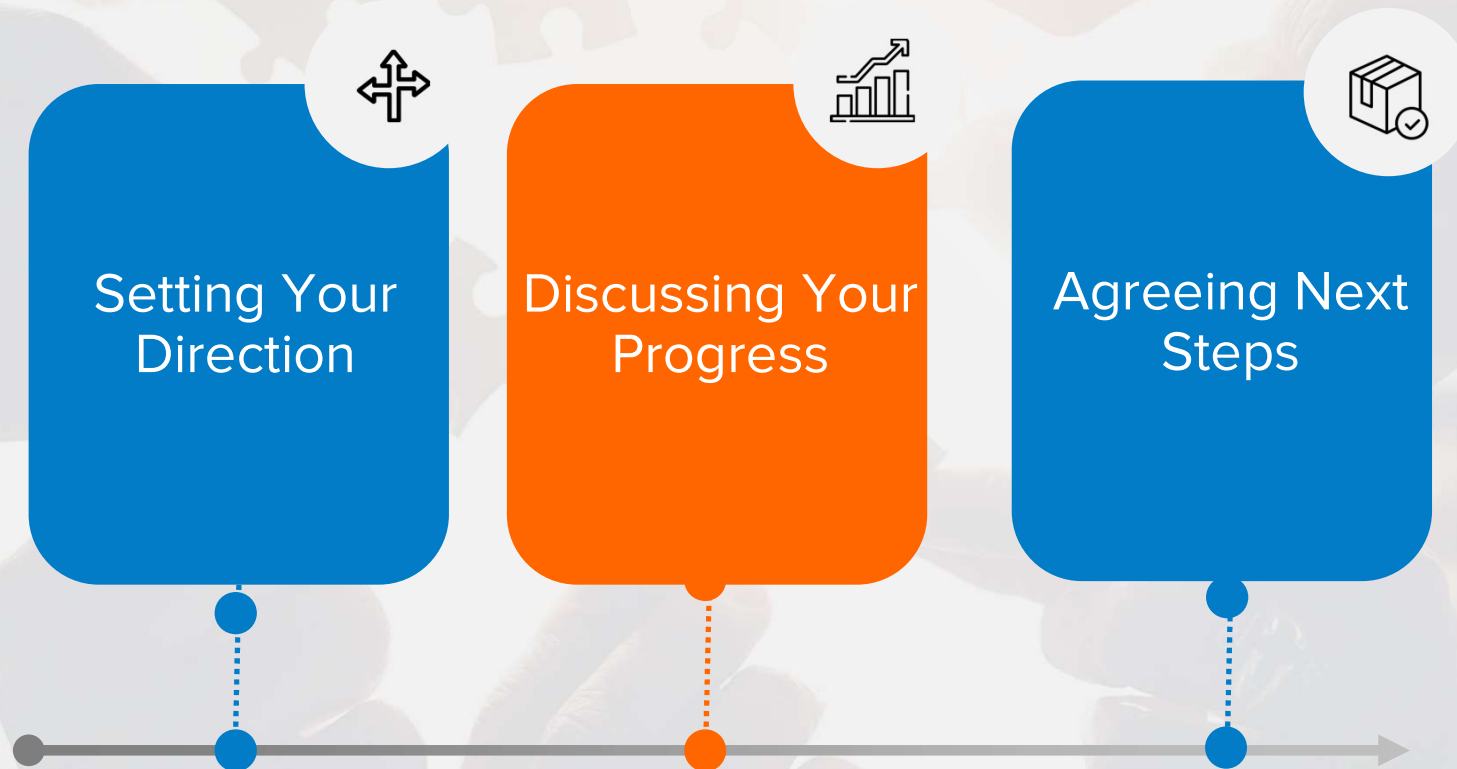
Mentoring Development Plan

Mentee Name: _____ Mentor Name: _____ Date: _____

Mentoring Goal:

Sub-Goals What secondary goals must I achieve along the way to achieving my main goal?	Success Measures I know I will have achieved my goal when <u> </u>	Development Activity What action will I take?	Support Whose help or what resources do I need?	Timeline When will this be completed by?

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Be Open and
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Turn
Conversations
Into Actions