

## TYPICAL DISCUSSION TOPICS FOR ALUMNI CAREER MENTORING SESSIONS

### INTRODUCTORY E-MAIL

The mentor e-mails the mentee to introduce themselves and arrange a suitable time to speak with the mentee on the telephone.

### ENGAGEMENT NO. 1 (TELEPHONE CALL):

#### *Exchanging Experiences and hopes for the mentoring process.*

- Changes typically experienced when moving from University into professional life, career paths and the particular skills and experiences which help along the way.
- The student's degree pathway, any relevant goals or motivations and additional activities that the student has engaged in so far or would consider in order to enhance their employability.
- Discussion of initial hopes and suggestions regarding how the mentoring process may help.

### ENGAGEMENT NO. 2: TELEPHONE, E-MAIL OR SKYPE:

#### *The student's profile and career development plan*

- The student's particular skills, achievements and career goals are considered.
- Consideration of ideas for addressing any perceived "gaps" and capitalising on strengths.
- Agreement of student's developmental goals and arrangements for the next engagement.

### ENGAGEMENT NO. 3: BY TELEPHONE, E-MAIL OR SKYPE:

#### *Workplace cultures and expectations and the development of professional attitudes and attributes.*

- Discussion of typical professional expectations for a graduate working in the mentor's area of employment.
- The mentee may identify professional skills or experiences that they would like to develop further and seek further suggestions on how to address these.

### ENGAGEMENT NO. 4: BY TELEPHONE:

#### *How to network and develop contacts & closure of the formal scheme.*

- The benefits of formal and informal networks/contacts and discussion of strategies that the mentor found useful/less useful in their professional life.
- Consideration of communication networks which the mentee could build upon and extend in the near future. This may include membership of student professional body, sporting links, useful personal contacts, work placement employers, online networks etc.
- The significance of effective interpersonal skills in developing advantageous professional networks (including the differences in networking from the perspective of a young professional as opposed to a student).
- Final exchanges, student thanks to the mentor and closure.

*(Mentors and mentees are free to continue to keep in touch or meet face-to-face, if they wish, but on the understanding that this takes place outside the official scheme)*