



**QUEEN'S  
UNIVERSITY  
BELFAST**

**FACULTY OF  
ARTS, HUMANITIES  
AND SOCIAL  
SCIENCES**

# AHSS

## Student - Alumni Mentoring Programme

### Mentee Handbook 2021/2022



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# Introduction

The aim of this programme is to help you engage with Alumni (Queen's graduates). We want to provide you with a supported framework to think about your career options and help you understand the skills you have as well as the skills you need to develop.

This Mentee Handbook will provide you with:

- An overview of what mentoring is
- How the Student - Alumni Mentoring Programme works
- Tips on how to get the most out of the programme



*"I was a bit unsure at the beginning of this programme because I didn't know if I would feel confident enough to meet and share with my mentor. However, my mentor was absolutely amazing and confidence was one of the things we worked on together."*

*"I have benefitted immensely from my mentor and have been able to secure placements that I don't believe I could have gotten with her help on interviews and confidence!"*

# Section 1: What is Mentoring?

*"Mentoring involves listening with empathy, sharing experience (usually mutually), professional friendship, developing insight through reflection, being a sounding board, and encouraging"*

David Clutterbuck



Mentoring is a powerful personal development and empowerment tool. It can help you gain a better understanding of what career paths you could take.

It should be driven primarily by you, the Mentee, with the Mentor supporting and enabling you to take responsibility for your own development. In this the Mentor acts as a guide, supporter, sounding board, and as a role model.

The programme will help you develop your skills and confidence alongside your studies. We want you to be 'work ready' when you graduate and we believe that you will benefit from building a network with our Alumni.

# The Benefits

The assistance of a 'Mentor' will provide you with a safe space to think about your career paths, the skills you have and the skills you need.

Other benefits include:

- The opportunity to learn from a role model
- A broader perspective
- Increased understanding of what will be expected of you as a graduate in the workplace and wider job market
- Help with clarifying and setting development goals
- Increased self-awareness and confidence as a result of honest and constructive feedback
- An insight into professional roles
- Access to people outside the normal sphere of influence
- A safe environment to test out ideas and suggestions



*"My experience of mentoring was very positive. I feel like I have made a real difference to my mentee's life and career. She really appreciated everything I did and was keen to take up all of my suggestions. We both enjoyed our meetings and we will keep in touch."*

# Section 2:

## How it works

Who can apply?

To be eligible to apply you must:

- Be a current Undergraduate QUB student studying within the Faculty of Arts, Humanities and Social Sciences.
- Have careers, industry, networking or other questions that a Mentor could assist you with to help boost your confidence and clarify career ideas



## Timeline

- Step 1: Applications open for students  
27th Sept– 15th Oct 2021
- Step 2: Mentoring Coordinator reviews applications
- Step 3: Successful mentees complete induction training 22nd October
- Step 4: It's a Match – Mentees and Mentors receive an email introducing each other - 1st Nov 2021
- Step 5: Mentoring begins 1st Nov

\*\* Mentoring will occur between Nov 2021 and April 2022

\*\* Mentees will be invited to a number of additional training/ personal development workshops throughout the programme





# Matching

Students will be accepted onto the programme based on their application responses, along with the availability

Once you receive confirmation that you have been successfully matched with a Mentor, it is up to you to make contact with your Mentor and arrange your first meeting.



## Frequency of meetings

The Mentors have been asked to meet with you a **minimum of 5 times between November and April**. These can take place with either virtually, via telephone or face-to-face.

# The Role of a Mentor

A Mentor may share with a Mentee information about his or her own career path, as well as provide guidance, motivation, emotional support, and role modeling. A Mentor may help with exploring careers, setting goals, developing contacts, and identifying resources.

A Mentor does not deal with:

- Counselling
- Mental Health
- Personal trauma
- QUB Student Wellbeing Service

There is a wide range of support available to you from the Student Wellbeing Service within Queen's. Their services are free and available to registered students at the University. Find out more about support [here](#)





# Section 3: Tips on how to get the most of the programme

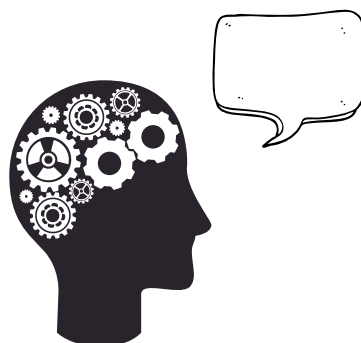
## 1. Arrange meetings

You are responsible for making contact with your Mentor and arranging an agreeable time/date to meet.

## 2. Be prepared

You might feel nervous about meeting your Mentor for the first time, but don't be. They are here to support and guide you. If you prepare a few questions that you can ask your Mentor in advance this will take the pressure off you. For example, you could ask your Mentor:

- What has been your most rewarding accomplishment?
- How do you spend most of your time at work?
- Who else would you recommend I connect with?
- Is there something I can help you with?
- How can I get work experience at your organisation?
- Is this where you thought you would end up?
- If you could do it all again, what would you do differently?
- What do you wish you knew at my stage?



### 3. Mentoring Agreement

At your first meeting your Mentor will complete a Mentoring Agreement with you. This will help you both agree what topics will be covered/set objectives and agree frequency of meetings.

### 4. Be honest

Be honest with yourself and your Mentor, about how the relationship is going – does the focus need to change?

Participation is voluntary for both Mentors and Mentees. If you decide not to continue, there will be no negative repercussions. However, we would ask that you notify the Mentoring Coordinator

### 5. Listen to feedback

Listen to what your Mentor says. Ask questions, although you don't have to agree with the answers

### 6. Safety

You should always meet you Mentor in a professional setting or in public

### 7. Keep in contact

Keep your Mentoring Coordinator up to date. Let us know how you are getting on and if you have any issues

# Potential engagement topics

By participating in this programme you will get the opportunity to chat to your Mentor about their career journey and experiences they had. You will gain an honest insight into the challenges they faced and what they did to overcome them. Your Mentor may be able to suggest ways to develop your skills and experiences and give you some inspiration about your future career path.

## Other potential conversation topics include:



- Career development
- Presentations/Public speaking
- Business Start-up
- Building Networks
- Recruitment & Training
- Increasing Career/Business confidence
- Resilience
- Problem Solving
- Organisation & Planning
- Profile & Visibility
- Interviews/Pitches

## Contact Details:

If you have any questions please get in contact with the AHSS Development office team at:



**[ahssdevoffice@qub.ac.uk](mailto:ahssdevoffice@qub.ac.uk)**