

# Mentee Handbook

Undergraduate  
Mentoring Scheme  
2022/23



## Aim of the scheme

At Leeds Trinity University we want to give you as much support as possible to enhance your employability. This scheme harnesses the goodwill and experience of our employer partners and alumni community to offer you support in an area which will benefit you. Where possible, we will provide you with a suitable mentor who has relevant experience, knowledge and skills to help build your confidence and support you in your transition to graduate employment.

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

## Who is eligible?

The programme focuses on delivering mentoring support for all students who are really keen to engage with a professional who can support them in their career.



## What are the key dates for Leeds Trinity Mentoring?

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



## Benefits of Mentoring

You will be able to benefit from the knowledge, experience and skills of your mentor. In addition, the aims for the mentor are to:

- Provide encouragement
- Develop a supportive relationship with you
- Improve your self-confidence
- Offer you professional development
- Encourage reflection on practice during placement, work experience and study
- Help you learn from the experiences of others
- Help you become more empowered to make decisions
- Develop your communication, study and personal skills
- Help you identify goals and establish a sense of direction
- Offer valuable insight into the next stage of your education and career.

**To get the most out of the process it is advisable to:**

- Engage and be in regular contact with your mentor
- Be honest and open about yourself
- Take responsibility for your learning and personal development
- Have trust and confidence in your mentor
- Accept you may have to do things differently or step out of your comfort zone.

## How does the scheme work?

- The scheme works on a first come first serve basis
- The mentoring involves regular meetings. These can take place virtually, through email, face to face or over the phone
- A suitable, time and means of contact needs to be agreed between you and your mentor
- Fun activities will be provided to you and your mentor to help facilitate discussion and aid your professional development (plus, prizes could be won!)
- We encourage the mentoring relationship to continue after the scheme.

## Mentoring challenges

To help facilitate your communication with your mentor, you will be asked to complete a series of challenges to help you plan and deliver on your objectives.

### Challenge 1: Target setting and action plan

**To be completed and uploaded to the Careers+Placements Mentoring Pathway by Thursday 1 December.**

To get the most out of your experience you will need to discuss with your mentor what you would like to achieve from the programme and meetings with your mentor. Target setting,

and planning is extremely important, and both participants need to ensure time is set aside to complete your objectives.

Your mentor is a supportive person who can help you develop skills and qualities for the future in a non-judgemental way so be honest about the objectives you need to work on. If you are not sure of what you could achieve with the project, don't worry, this something your mentor, or Careers+Placements can help with).



## Objective

1	
2	
3	

## Action planning

With your mentor, discuss up to six actions you can both undertake to help you achieve your targets and set an agreed time frame to complete them. This action plan will help to ensure that you are prepared to meet your objectives.

Action	Objectives action achieved	Date agreed



PRIZE  
TO BE  
WON

## Challenge 2: Mentor profile

To be completed and uploaded to the Careers+Placements  
Mentoring Pathway by Friday 27 January

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

Gain as much information as you possibly can about your mentor so that next year, another student would be able to know who they are and what they do.

Be as creative as you can, and prizes will be awarded to the most innovative profiles.

## Challenge 3: Evaluation

To be completed and uploaded to the Careers+Placements Mentoring Pathway by Tuesday 28 February.

Review your original objectives and rate your progress 1, being no progress and 5, being maximum progress.

Once you have reviewed your progress, put together a plan for your next steps, whether this is to continue developing this objective or to move on and start implementing your objective into other areas of your work or study.

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



## What do I need to agree upon with my mentor?

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

## What if it is difficult to meet up with my mentor?

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

We advise regular communication throughout the programme with your mentor and ensure you prepare objectives, questions and topics before each meeting.

If you are having any difficulties or concerns, please don't hesitate to contact the careers team.

## Student etiquette

- Engage straight away with your mentor and maintain communications for the duration of the programme
- Respect that your mentor is taking time out of their schedule
- Be as positive and proactive as you can be
- Thank them for the time they're giving you
- Think realistically and carefully about when to meet and stick to arrangements
- Be prompt with any contact, and punctual to any meeting arrangements
- Contact your mentor ASAP if you cannot make any arrangements due to unforeseen circumstances eg. illness, accidents, transport cancellations etc.
- Understand that your mentor cannot be an expert in everything. Use other sources of help as well
- It is up to you and your mentor if you would like to continue contact after the scheme ends.
- The programme is aimed to help you develop professionally, seek guidance for your academic study from other relevant student services.



## How to maximise the experience

- Think about how your mentor can help you. Give them a good idea about what you have done and what ambitions you have, respond to their ideas and ask for their opinion
- Don't be afraid to ask questions, your mentor is there to help you
- Do other research into what you want to do. Your mentor can then supplement this with inside knowledge and personal experience
- Keep notes of your meetings, reflect on what they have said and evaluate your experience
- Think about what steps you can take, take action when required and let your mentor know what you are doing.

## Further support

If you require any further assistance or have any concerns please email [careers@leedstrinity.ac.uk](mailto:careers@leedstrinity.ac.uk) or telephone 0113 283 7151.



# Logbook

Date	
Meeting/correspondence comments	
Outcomes	
Actions required	

Date	
Meeting/correspondence comments	
Outcomes	
Actions required	

# Logbook

Date	
Meeting/correspondence comments	
Outcomes	
Actions required	

Date	
Meeting/correspondence comments	
Outcomes	
Actions required	

# Key Contacts

Careers+Placements

[careers@leedstrinity.ac.uk](mailto:careers@leedstrinity.ac.uk)

0113 283 7151

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