



MEET  SHARE 

# Mentoring

GROW 

# Mentee Session

**Rinku Raina**  
**Professional Development Manager**



# Have you ever had a Mentor?

**Objective:** To help mentees understand what a mentor is and to become aware of the value of a mentor

**Time:** 5 min

- Think about someone who might have already been a mentor to you and what traits that person had that made them so memorable. Write your answers on the flip-cards.
- Do it in a group and discuss and decide to present the one which you think could be valuable to share with others.

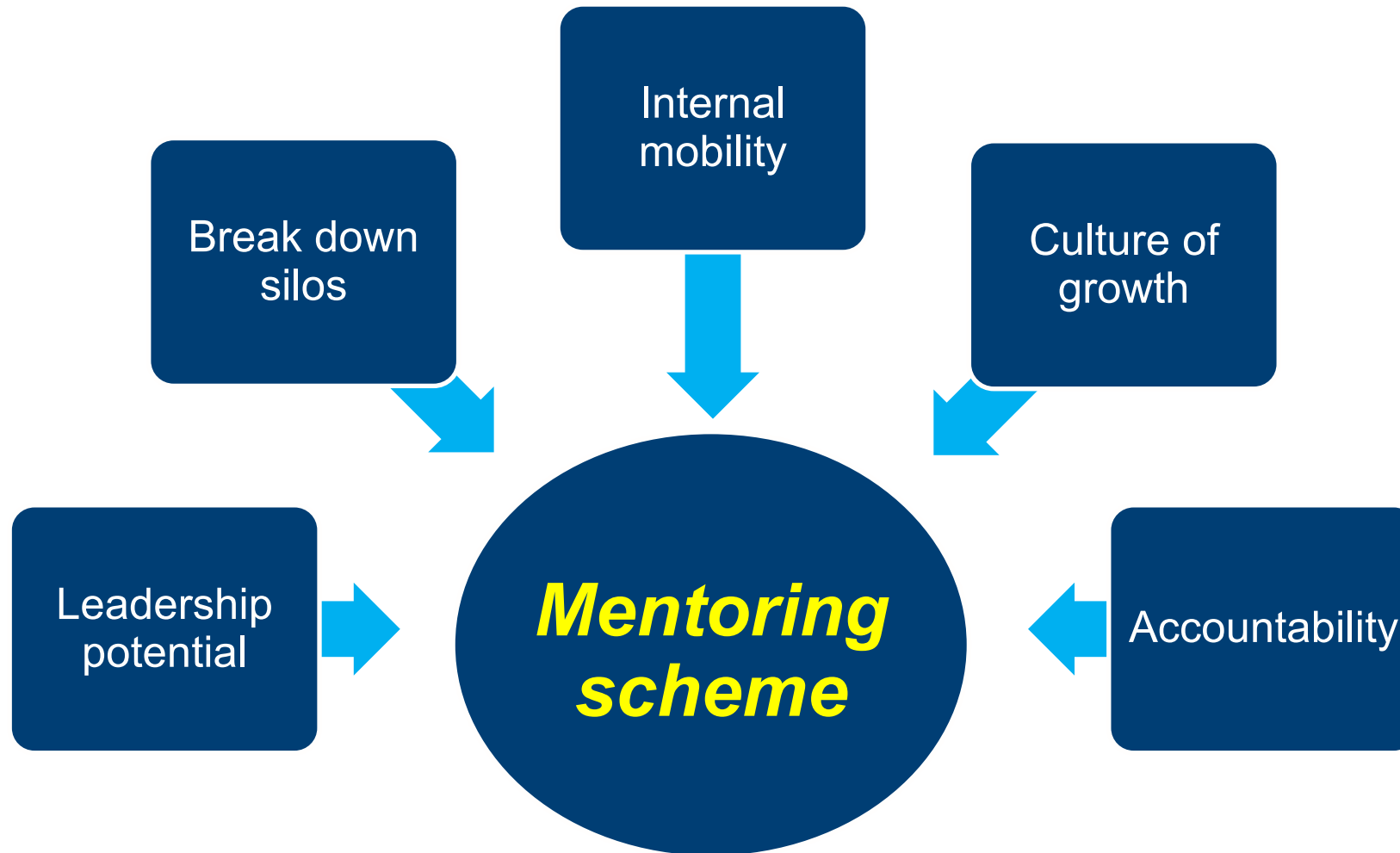


# What is mentoring to UIS?

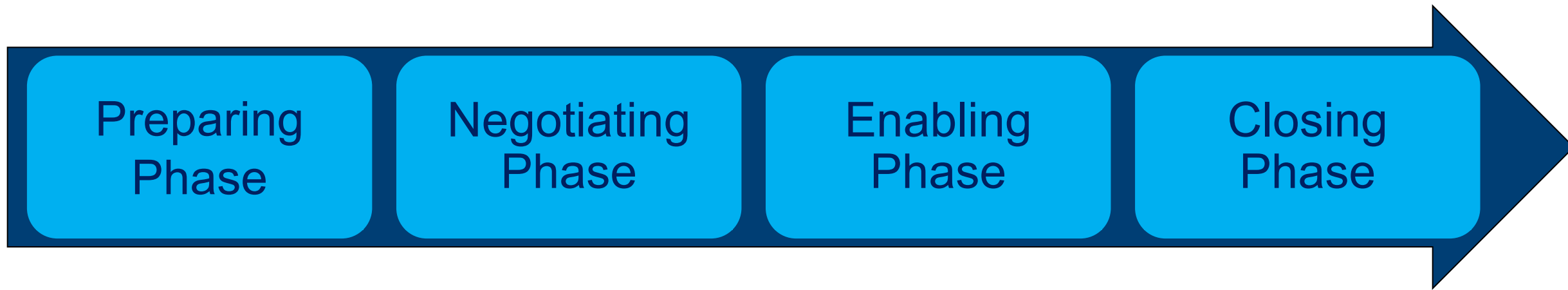


Mentoring is about building a **two-way learning relationship**, a **culture of growth** in order to support and encourage people to manage their own development, and become the person they want to be.

# Objectives of mentoring scheme



# Phases of Mentorship



# Launching the Mentoring Relationship

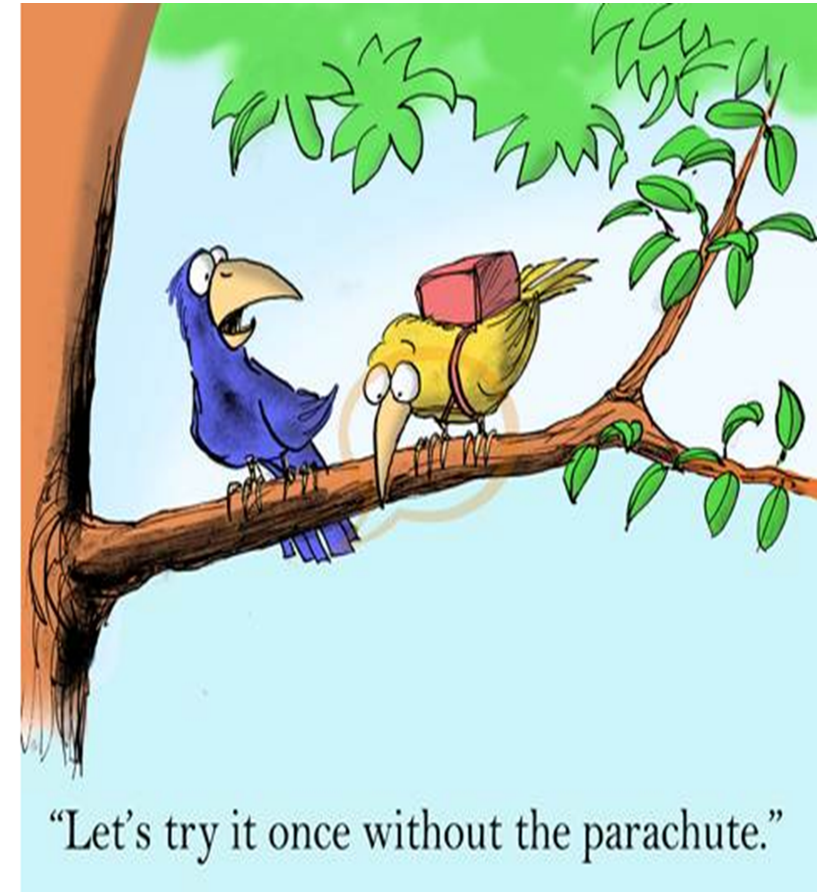
**Objective:** To give new mentees an opportunity to think about and identify the characteristics they are looking for in a mentor.

**Time:** 15mins, group activity.

- You can only bring 200 lbs. of cargo with you on the mentoring journey and that you have to decide what things are really important.
- After you have completed the worksheet, the mentees share their selections with the group, identifying the traits they would most wish their mentor to have.
- From the group, elect a spokesperson to share your feedback.

# Roles and Responsibilities of the Mentor

- Listen and explore.
- Ask questions (rather than telling).
- Spot patterns (what works and what doesn't).
- Support SMART goal setting.
- Building problem solving skills and resilience.
- Supportive challenge.
- Encourage and enthuse.





# Being a great Mentee

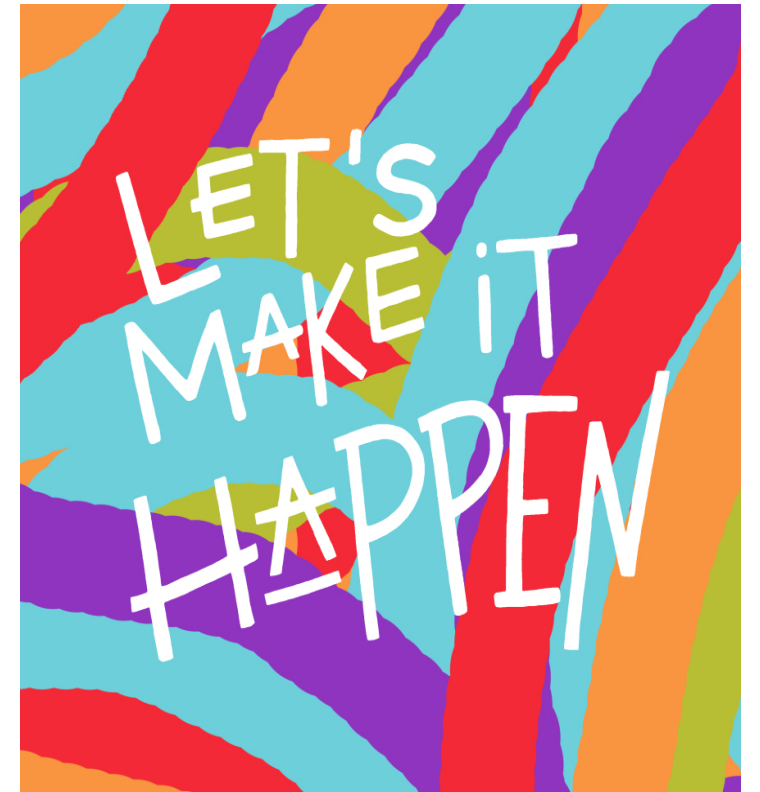
**Objective:** To introduce the mentee to the idea that they have responsibilities and a role in the mentor/mentee relationship.

**Time:** 15 mins, group activity.

- Each group has an A4 sheet of paper and materials to create a picture of a mentee. The picture should have characteristics that would be part of a perfect mentee, such as big ears (because a great mentee is a great listener).
- You all should also write these traits over the picture. The groups should also plan how they would like to present their picture to the rest of the groups.
- Select one presenter or have members of the group talk about one or more of the traits.

# Roles and Responsibilities of the Mentee

- Clear objectives.
- Make first contact and proactively drive the relationship.
- Talk it through and explore ideas.
- Be prepared to reflect and think.
- Try different ways of doing things.
- Offer feedback including what worked and what didn't and why.
- Keep in touch and arrange follow up meetings.



# Fostering positive mentoring relationships



# Wrap up: Group Exercise

## Objective:

**Time:** 5 mins, group activity.

- Summarise the content covered in this session and to get you all thinking about the different things that make up a positive mentoring experience for both parties.
- Discuss two take away messages per group, share with others.



We welcome  
your feedback  
and questions



Rinku Raina  
Professional  
Development Manager

rr541@cam.ac.uk

**University Information Services**

Roger Needham Building  
7 JJ Thomson Avenue  
Cambridge CB3 0RB  
01223 334600



**UNIVERSITY OF  
CAMBRIDGE**  
Information Services

[www.uis.cam.ac.uk](http://www.uis.cam.ac.uk)