



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH

Cooperative
Education and
Careers Division



MENTORING@UL

INFORMATION PACK FOR MENTORS

MENTORING

<u>1. Mentor Roles</u>	Page 3
<u>2. The stages of mentoring</u>	Page 4
<u>3. International Mentoring</u>	Page 5
<u>4. The Mentoring Agreement</u>	Page 6
<u>5. FAQs</u>	Page 7

Mentoring@UL Platform

<u>1. Mentoring Essentials</u>	Page 9
<u>2. Top 4 tips to get started on the platform</u>	Page 10
<u>3. 6 Steps to get the most out of the platform</u>	Page 11

Online Resources

<u>5 Secrets to Being a Great Mentor</u>	Page 15
<u>What the best mentors do</u>	Page 15
<u>A life lesson from a volunteer firefighter</u>	Page 15
<u>The power of networks</u>	Page 16
<u>There is more to life than being happy</u>	Page 16

MENTOR ROLES

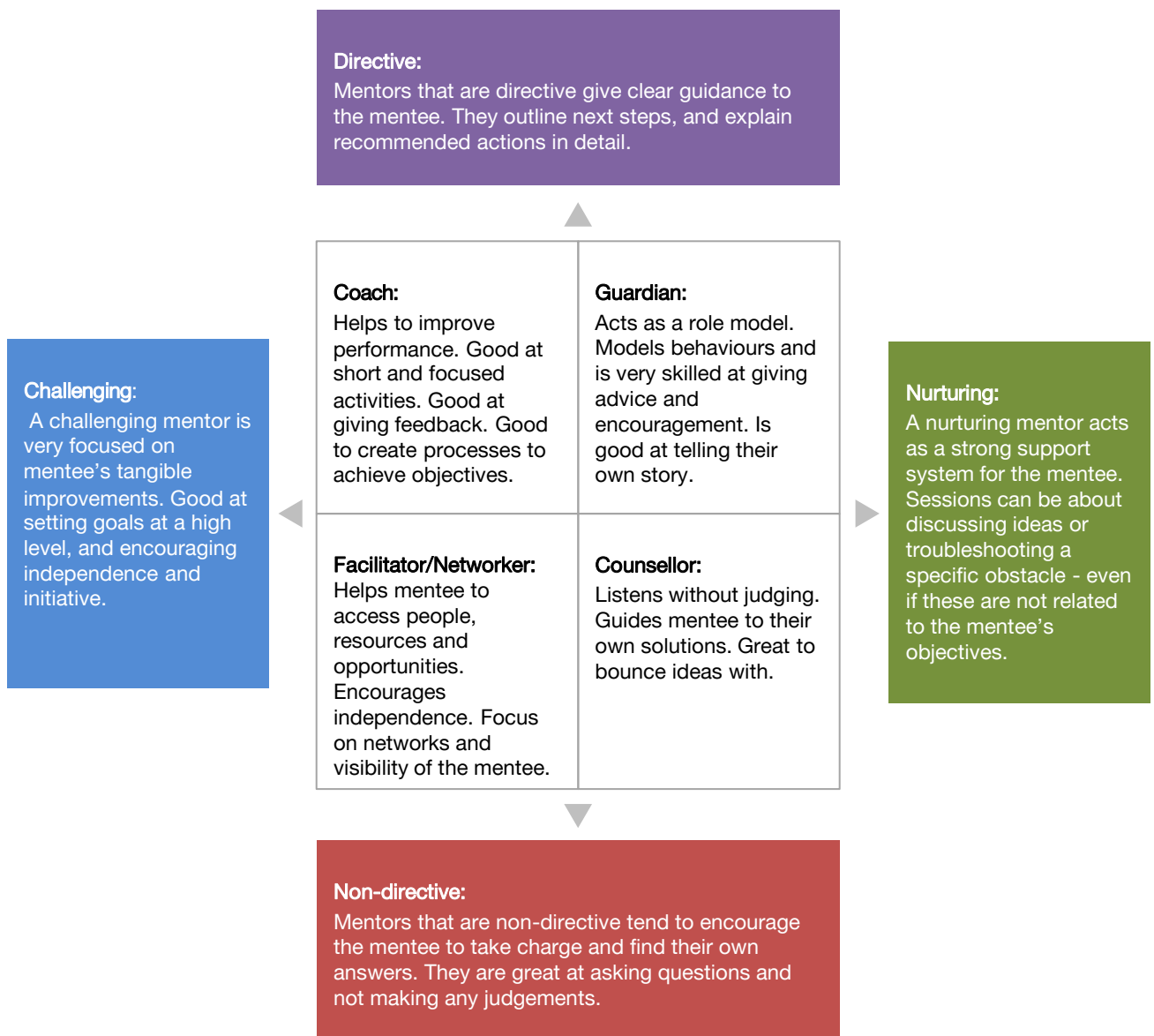


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Mentor Roles, as described in the chart below, help to give an idea of the preferences of mentors when working in a mentoring relationship. At their best mentors work around all the roles, adapting to the needs of the mentees at specific times. Mentees also should ask for a mentor to take on a specific role when they need particular guidance or advice.

The four tendencies are: Directive & Non-directive, Challenging & Nurturing

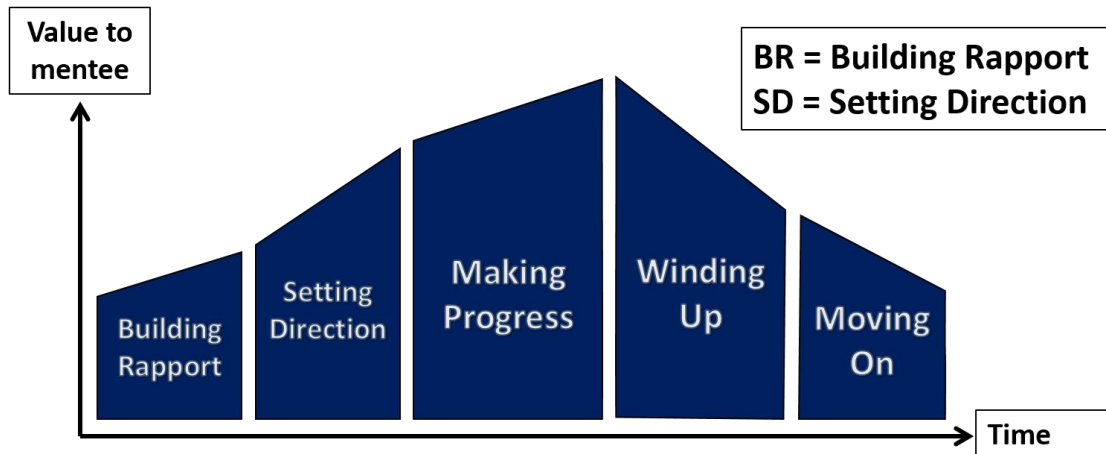


The Coach is: Directive & Challenging

The Guardian is: Directive & Nurturing

The Facilitator/Networker is: Non-directive & Challenging

The Counsellor is: Non-directive & Nurturing



THE STAGES OF MENTORING

Initial approach:

The Mentee will send a message to you, the mentor, explaining their reasons why they would like to be mentored by you. Mentees will be advised to read everything on the mentor's profile before approaching them

Build rapport:

The first two meetings are usually to build rapport between mentor and mentee. At this stage, mentor and mentee share their experiences, their history and their professional outlooks. You will also sign a mentoring agreement sample below, where you outline the logistics of the mentoring relationship. You can always start with something you have in common - your time at UL!

Setting direction:

This stage will take place in the third and fourth meetings. Mentees will assess their current state and their goals, and set around three objectives that will be achieved through the mentoring relationship. Objectives should be SMART (Specific, Measurable, Attainable, Relevant, Time-Bound). A quick step-by-step of setting objectives:

- What are the mentee's goals 1 year from now, 3 years from now and 5 years from now? Where do they want to be professionally ?
- Set 3 SMART Goals, for example:
 - Within 3 months of the start of the mentoring relationships I will have applied to 5 full-time positions and gotten one interview invitation*
 - Within 4 months, I will have a completed CV, proofed by my mentor and ready to send to employers*
 - Within 6 months, I will have visited my mentor's company and met one of her/his colleagues in my field of interest*

Wrapping-up or restart:

Once objectives have been achieved, it is time to start thinking about the next steps for your mentoring relationship. If objectives have been achieved, you can celebrate the success and end the mentoring relationship. This does not mean you won't contact each other again, but that your relationship is now different, and your mentee is part of your network moving forward, but without the structured meetings. If you can come up with a new set of objectives in which the mentor can support the mentee, then you can go back to the Setting Direction stage and start the process again.

3 tips to keep in touch with your mentee after the relationship has ended are:

1. Connect on LinkedIn. 2. Have coffee once a year. 3. Ask your mentee to update you about major milestones (Graduations, new job, moving to a new country, etc.)



INTERNATIONAL MENTORING

Alumni based around the world can be a mentor on Mentoring@UL. Here are the top tips to succeed in remote mentoring relationships.

- Complete your profile.
- If you are an international graduate or have relocated outside Ireland, being a mentor is a great opportunity for current UL students to build an international network.
- If you are travelling abroad, contact alumni on Mentoring@UL based on that area for a quick coffee meeting and share experiences.
- If you are living abroad and travel to Ireland, try to schedule a quick meeting with your mentee.
- Have at least one virtual meeting.
- With remote mentoring interactions communication is key - share different methods of communication (phone, email, social media) to reach out to each other.

UL MENTORING AGREEMENT

This agreement outlines the logistics and main objectives of a mentoring relationship. This is a very useful tool to frame the mentoring relationship, and use the time mentor and mentee spend together as productively as possible. It should be discussed in the first meeting between the mentor and the mentee and signed by both on the second or third meeting. **Please note this agreement does not need to be submitted to the UL Careers Team**, this is a template to use with your mentee to guide you in structuring your relationship.

Contact information

Mentor Preferred method (circle preferred option, it can be more than one)	Email, phone call, text message, Whatsapp, Zoom
Contact details	
Mentee Preferred method (circle preferred option, it can be more than one)	Email, phone call, text message, Whatsapp, Zoom
Contact details	
<p><i>If the preferred method above does not yield a response nominate a back-up method for both the mentor and the mentee below:</i></p>	

Meeting logistics

Meetings will take place (choose preferred option below)	Frequency of meetings (<i>choose preferred option below</i>)
In person	Monthly
Through the phone or virtual meeting	Every 6 weeks
Both	Bi-monthly

Expected initial duration of the mentoring relationship

6 months

9 months

Other:

Top 3 objectives for the mentee

<i>What the mentee wants to achieve</i>	<i>By when</i>
1-	
2-	
3-	

Objectives for the mentoring relationship

(Things you would like to achieve together in the next few months. Examples include: Having X number of meetings by June, attend an event at the University, etc.)

1-	
2-	

We agree to abide to the logistics above and by the confidentiality agreement signed when joining [Mentoring@UL](#). We won't share any information with anyone else learned within our mentoring relationship, unless there is a concern about the safety of the mentor or mentee, in which case we will inform the [UL Careers Team](#) CareersMentoring@UL.ie

Mentor Name, Signature and Date

Mentee Name, Signature and Date



FAQs

WHAT DOES IT ENTAIL TO BE A MENTOR?

- As a mentor on [Mentoring@UL](#), you will give advice and share your professional experiences with current students. You will get requests from potential mentees, and you can accept or decline requests.
- The approximate time commitment for being a mentor is 12 hours annually - it is expected you will be in touch with your mentee once every six weeks or so. The monthly time commitment will vary depending on availability and objective setting.
- You can offer the following services to current students. You can choose as many as you wish from the below list:

☒ Maximum total connections: 10 ▾

☒ Choosing the right career

Connection limit: 10 ▾

☒ Getting started in your profession

Connection limit: 10 ▾

☒ Required qualifications

Connection limit: 10 ▾

☒ Developing the right skills outside of academia

Connection limit: 10 ▾

☒ Preparing for job applications and interview

Connection limit: 10 ▾

☒ How to progress in your profession

Connection limit: 10 ▾

☒ Developing technical skills

Connection limit: 10 ▾

☒ Developing management skills

Connection limit: 10 ▾

☒ Resolving difficult situations

Connection limit: 9 ▾

Back

Finish

WHAT IF I HAVE A DISAGREEMENT OR CONFLICT WITH MY MENTEE, OR A PROBLEM WITH THE PLATFORM?

Please let the UL Careers Team CareersMentoring@ul.ie know so we can advise on next steps.

I HAVE AN ACTIVE MENTORING PROFILE, BUT I HAVE NOT RECEIVED ANY MENTORING REQUESTS YET.

- [Mentoring@UL](#) is always changing and new people join every day, so a request can come in anytime. The information on your profile, including your professional history is already useful and inspiring to those on the platform, and students do not always contact mentors, but scroll through profiles to get ideas on professional pathways and achievements from UL alumni.
- If you have a specific requirement or offer for mentees, let the UL Careers Team CareersMentoring@ul.ie know, so we are able to match you with a student if the opportunity arises.

WHAT IS THE EXPECTED RELATIONSHIP DURATION?

The recommended duration of a mentoring relationship is six to nine months or at least six meetings. This gives enough time for mentor and mentee to set up objectives, work on them and review them before moving on. However, mentoring relationships can also last a very short period or many years. It is up to the mentor and mentee to set up an initial duration and then reassess once this time is up.

HOW DO I END A MENTORING RELATIONSHIP IF IT IS NOT WORKING?

Although it may be intimidating, knowing when to stop a mentoring relationship is a very important element of mentoring. It is essential to communicate the desire to stop the mentoring relationship. Don't stop contact without making clear the reasons for stopping. When possible, it is best to end a mentoring relationship as early as possible. Make sure to use the first and second meeting to get to know your mentee, share experiences and objectives to determine if an extended mentoring interaction can be beneficial to each other.

WHAT DO I DO IF MY MENTEE IS NOT ANSWERING MY MESSAGES?

If it has been a week and a mentee has not replied, please follow-up on the agreed back-up method on your mentoring agreement. If there is still no answer, please let the UL Careers Team CareersMentoring@ul.ie know so we can advise you on next steps.

ARE THERE ANY COSTS ASSOCIATED WITH THE USE OF MENTORING@UL?

There is no cost attached to any of the services on [Mentoring@UL](#).

WHAT IS THE TIME COMMITMENT FOR MENTORS AND MENTEES? HOW MANY HOURS A MONTH?

It is hard to estimate a fixed monthly commitment, as some months will be busier with meetings and actions, where others will be quieter. An annual approximate is 12 hours a year for mentors and 24 hours a year for mentees for the duration of the mentoring relationship.



MENTORING ESSENTIALS

FOR THE MENTOR

“A mentor is an uninvolved supporter”

(Peter Honey)

More students join the platform every day. If you do not get a mentoring request right away, wait a bit as the traffic in Mentoring@UL increases over time.

Complete your profile: add a picture, a location, your current business details, and make sure to Activate your Mentoring Profile as well.

Give your mentee different contact options: a phone number or an alternative email address, so when your preferred way of contact fails to yield a response they have ways to reach you.

Do an inventory of experiences - Which ones are the most relevant for this particular mentee?

Network mapping - Who do you know that could be of value to your mentee?

Bring your calendar to meetings - What is feasible? When would be better to meet? Where? Consider online meetings.

Have at least one non-traditional meeting - Attend a work event with your mentee, attend an event on campus or a concert. If your mentoring relationship is online, have a virtual meeting about a current topic or attend a webinar and then discuss it through virtual or the phone.



TOP 4 TIPS TO GET STARTED ON Mentoring@UL

1

Sync your profile with LinkedIn

(If you have not created a [LinkedIn](#) account, [this article](#) has very useful tips on how to do so).

2

Pay special attention to these three elements in your profile:

- Have a professional picture and make sure your current professional information and educational information are up to date.
 - Check your contact information on the platform and confirm the information is up to date. All your interactions in the platform will be notified to your email address on file.
 - Enter your geographical location as this will ensure you appear on the right region on the mapping tool within the platform.
-

3

Do your research

Before you approach anyone on the platform, or before you answer any messages or requests you may have received, make sure to look closely into the profile of the other user. There is a lot of useful information on users on their profiles, and the more you know the more meaningful the interaction will be.



5 STEPS TO GET THE MOST OUT OF MENTORING@UL

#1 - PROFILE BASICS

Make sure your profile is as complete as possible. Choose the Sync To LinkedIn option. Also, edit your profile picture as shown below.

The screenshot shows a mentoring profile for Rebecca Whitton. On the left is a large orange profile picture with a white letter 'R'. Above it is a small camera icon and an 'Edit Image' button, with a green arrow pointing to the image. To the right of the profile picture is a section titled 'Personal Headline' with the text 'Head of Client Success at Aluminati Network Group' and an 'Edit' button. Below this is a 'Bio' section with a paragraph of text and an 'Edit' button. At the top right of the profile section, there is a link that says 'Quickly populate your profile with Sync to LinkedIn:' followed by a LinkedIn icon and a 'Sync' button. A green arrow points from the 'Personal Headline' section towards the 'Sync' button.

#2 - PROFILE DETAILS

Another key element is adding your address. Other users won't be able to see it, but it will allow you to appear on the map up to the city you are located, which make it easier for people to find you and connect with you locally.

The screenshot shows the 'Contact Details' section of a mentoring profile. It has an 'Edit' button in the top right corner. Below the title is a text prompt: 'Fill in this form to add your social media within your cover photo. This will not include your phone numbers. See an example of how they will look below:'. There is a large empty box for social media links. Below this is a section titled 'Address' with an 'Edit' button. A green arrow points to the location selection area, which shows 'Newmarket' and 'United Kingdom' with location pins.



#3 - ACTIVATE MENTORING

Click on the Mentoring@UL tab on the top and then the About tab. Click the Join as Mentor button to Activate your Mentoring Profile. This action will make you searchable to students searching for advice.

Dashboard People **Mentoring@UL**

About Mentor Search My Connections

Managed by: UL Careers

Mentoring@UL

0 Participants | 0 Connections made

Website
www.aluminati.net

Be a Mentor!

Would you like to join as a member and find support from your peers?

Please click below to apply.

Join as Mentor

Join

Be a Mentee!

Would you like to join as a member and find support from your peers?

Please click below to apply.

Join as Mentee

Join



#4 - MENTORING DETAILS

Add a line or two in the mentor summary area. All the words in the your profile will help people searching for specific skills to find you. Also, choose which services you want to offer and how many mentees you are willing to mentor at a time.

Personal Information Mentor Profile

Mentor Summary Cancel

Our online mentoring service helps alumni and current students give and receive careers advice in a mentorship-style arrangement. Becoming a mentor is easy - just fill in your mentor profile below.

Summarise the skills and experience you can offer as a mentor.
Summarize the skills and experience you can offer as a mentor

Describe your ideal mentee. Who can you best help?
Describe the type of mentee you think you can assist.

Level of Professional Experience
1-2 years

Preferred Communication Mode
☒ Via Mentoring@UL ☒ Via Email ☒ Via Video Call

Cancel Save all

☒ Application Services

Please select the services you wish to provide as a "Mentor"

☒ Maximum total connections: 10

☒ Choosing the right career

Connection limit: 10



#5 - MENTORING INTERACTIONS

Once you are in a mentoring relationship you can manage your interactions in the My Connections dashboard. Remember to hit the End Relationship mentoring button if you have completed your relationship, to become available to other mentees.

The screenshot displays the 'Mentoring@UL' dashboard. At the top, there is a navigation bar with 'Dashboard', 'People', and 'Mentoring@UL'. Below this, a sub-navigation bar includes 'About', 'Mentor Search', and 'My Connections'. The main section is titled 'Connection Overview' and features a profile card for Gavin Connell, identified as a 'MENTOR'. To the right of his name is an email icon. Below the name is a section for 'Agreed actions', which includes 'Choosing the right career' and 'Pre'. At the bottom of the profile card is a prominent red 'End Relationship' button, which is highlighted by a green arrow pointing towards it from the bottom right.



5 Secrets to Being a Great Mentor—From Someone Mentored by the Best

By Rick Wartzman - April 9, 2014

“A model mentor is always fully present, recognizing the tremendous trust he or she has been handed.”

<http://time.com/54568/5-secrets-to-being-a-great-mentor-from-someone-mentored-by-the-best>



6 Things Great Mentors Do Differently

By Sujan Patel for Entrepreneur

Good mentors are like Yoda -- and other lessons from the mentorship sphere.

<https://www.entrepreneur.com/article/289021>

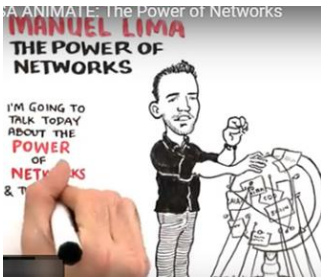


A life lesson from a volunteer firefighter

An inspiring talk by Mark Bezos for TED, recorded on March 2011

Duration: 4:01

https://www.ted.com/talks/mark_bezos_a_life_lesson_from_a_volunteer_firefighter



The power of networks

Duration: 10:57

In this RSA Animate, Manuel Lima explores the power of network visualisation to navigate our complex modern world.

<https://www.thersa.org/discover/videos/rsa-animate/2012/05/rsa-animate--the-power-of-networks>



There is more to life than being happy

Duration: 12:18

In this fascinating talk, recorded by TED in 2017, Emily Esfahani Smith talks about how there is more than the pursuit of happiness, and how to find it.

https://www.ted.com/talks/emily_esfahani_smith_there_s_more_to_life_than_being_happy?referrer=playlist-most_popular_ted_talks_of_2017&language=en
