

WBS Mentee Checklist - Recommendations

Connecting with your mentor:

- Email your mentor to introduce yourself, we suggest within 24hours of receipt.
- Note: If you have not emailed them within 7 days your WBS Mentor will email you.
- If there is no contact within 14 days, your WBS Mentor will inform WBS

Introductory email:

- Include a request to meet your WBS Mentor via online video platform.
- Request an hour's session sometime within two weeks of induction.
(NB. Although if holidays/study/work prevents this, let your mentor know that you can meet after xx)
- Include dates/time-bands or best days/times of the week for you to meet, whilst also adding if those dates are not suitable for them to suggest a time in the next two weeks.
- Ask which online video platform, would be their preference, whilst suggesting yours.

Before your first session:

- Before, the first session we recommending sending an email the day before, to reconfirm the meeting, something 'light touch' e.g. I am looking forward to meeting you tomorrow at 'xx' on Zoom.
- Be prepared to share your CV with your mentor either as part of your re-confirmation or after your first session. NB: do not worry if it is not up-to-date, this can form part of your discussion.
- Read your WBS Mentor's profile and view their LinkedIn profile. Identify areas of interest, to help build rapport in your relationship
- Review the templates and frameworks provided by WBS and take to your first session:-
 1. Contracting/Boundaries Framework – remember you can adjust the labels to suit you both
 2. How you wish to converse – be prepared to share how you like to work together
 3. Outcomes / Objectives – use this or as a guide, to help focus on what you want to achieve from each session
 4. Mentoring session template – framework to record session details and actions

First Session

- Use this check list and the recommended frameworks/templates, in your session.
- Get to know your WBS Mentor. Finding common interests can help to build trust in the relationship
- Discuss together how the mentoring sessions will work between you;
 - how will you meet, when, how often, for how long
 - who will set meeting, agenda/discussion points ahead of time
 - what happens if WBS Mentor has not received discussion points
 - what happens if either party does not get a response from an email
 - what happens if you need to postpone a meeting or study/life/work are too busy for sessions
 - sending background material before a session
 - what happens with actions points from sessions



First Session (continued)

- Book your next meeting / or if it works for you both, the next two-three meetings
- We recommend having a 'set' regular session day, for example; the first Monday of the month.
- Email a (short) summary of meeting with your mentor after the session, containing what was agreed and any actions from your discussion
- Set-up a means to record your session notes (privately) the discussions, the outcomes and actions, to help you keep focus on issues at hand whilst also seeing over at key points of the programme, 6 months, 12 months and 18 months how you have progressed.

NB: Avoid – rushing to discuss issues during the first session. The first few sessions are primarily setting up how you will work and developing trust by getting to know one another.