



Warwick
Business
School

WBS Mentoring Programme Mentee Exchange

December 2020



Cover today

- Newsletter
- Answers to your questions
- Where to find Resources
- Discussion / Share Experiences
 - Making the most of mentoring
 - Review and reflect
 - Feedback



wbs

Warwick
Business
School

WBS Mentoring Programme Mentee Exchange

Making the most out of your
relationship



Your questions / topics ...

- Career/Mentoring Resources
 - Guidance to structure mentoring engagements
 - Share frameworks / discuss later
 - Working globally
 - Career Progression
 - Interview support





WBS Mentoring - Mentee Area

We've listened and following feedback we felt a dedicated 'mentee' area would be a helpful reminder on "How to be an Effective Mentee".

The purpose of this area is to have mentee resources, templates, guides and links to relevant support areas, in one place. We also plan to include helpful tips along the way.





Remember there is a LinkedIn area exclusive to all mentee's past and present. We will continue to place news items within the LinkedIn group, this will include last minute invites to workshops/events.

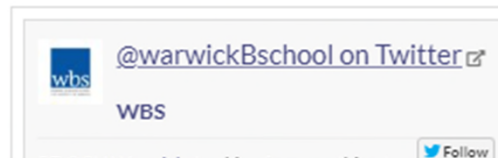
If you need any support or uncertain what to do, contact us and we'd be only too happy to help.

Contact either - donna.curtis@wbs.ac.uk or careersplus@wbs.ac.uk

Donna Curtis
Global Mentoring Programme Manager
e: donna.curtis@wbs.ac.uk
w: <https://my.wbs.ac.uk/go/mentoring>
t: +44 (0) 24 7615 0371

Links

- [News](#)
- [Resources](#)
- [WBS events](#) 
- [LinkedIn Mentee group \(closed group\)](#) 
- [WBS Mentoring homepage](#) 
- [2019 Investors in People Award](#)
- [WBS Mentoring gains iIP...](#) 



Contact

[Donna Curtis](#) 







Mentee Resources: Continue to be an Effective Mentee




We've listened and following feedback, we felt it would be helpful to put together resources mentee's can visit whenever they need to through-out their two year programme.

If you need any support, please do not hesitate to contact Donna Curtis (donna.curtis@wbs.ac.uk) or careersplus@wbs.ac.uk.


Mentee Support Documents

- [Mentee MoU](#) 
- [Mentee Mentoring Session Template](#)
 - [Career/Future Plan Template](#)  
- [Conflicts of Interest](#) 
- [Contracting, Expectations & Boundary Framework](#)  
- [Contact Plan](#)  
- [How I like to converse](#) 
- [Mentee & Mentor Expectations and Responsibilities](#)   

Links

- [News](#)
- [Resources](#)
- [Mentee Area - Home](#)
- [WBS events](#) 
- [LinkedIn mentee group \(closed group\)](#) 
- [WBS Mentoring homepage](#) 

Contact

[Donna Curtis](#) 
Global Mentoring Programme
Manager

donna.curtis@wbs.ac.uk

Mentee Online Area – includes access to FREE Careers module

WBS Careers Service Provision by Student/Alumni groups:


- [WBS Careers Service Provision - Masters Students](#)  
- [WBS Careers Service Provision - Full Time MBA](#)  
- [WBS Careers Service Provision - Alumni](#)  
- [WBS Careers Provision Executive MBA](#)  
- [WBS Careers Provision DLMBA](#)  
- [WBS Careers Service Provision - Undergraduates](#)  

donna.curtis@wbs.ac.uk



024 761 50371



RECORDINGS:

["Cultural Awareness" with Sarah Jackson](#) 

WATCH - Role play

- [2019 Role Play - A Mentoring Relationship! from induction](#) 
- Full 2019 Role Play - with discussion will be available shortly
- [2019 Mentor / Mentee Panel video from induction](#) 

[SHOP - CareersPlus Resources](#) (eg: MBTI, CareerLeader, Strengths Profiler)

[Career Management Module - FREE module](#)

WBS careers module, created by industry experts, for all WBS students and alumni.



The WBS Mentoring Programme is like GYM MEMBERSHIP ... were the gym provides the tools and equipment to help individuals take steps to make desired changes

Mentee Online Area – News

Programme Quality Review - feedback on your programme

The WBS Mentor Programme feedback survey will be emailed out soon, please do take the time to complete it. We would love to have your feedback so we can ensure you are having the best experience possible.

Thu 03 Dec 2020, 09:46

Career transitions, keeping up with an ever changing world...

As current times have shown, industries may face hard times. You may at some point find yourself needing to diversify your skill set, branch out into other sectors or roles, that your previously may not have considered. Or you may be looking to change roles to increase the scope of your CV.

What ever the reason, the [Career Change Module](#)  can help navigate the journey.

Read the [Career Transitions Blog](#)  too for further advice.

Thu 03 Dec 2020, 09:42

Dealing with emotions

During these emotional and turbulent times, emotions can manifest themselves easily. Are you equipped to handle your own emotional responses to situations or would you be confident to support and friend or colleague?

[The University Wellbeing Support Services](#) are there to support you with a wide range of issues. Their [self-help resources](#) are a useful collection.

Wed 02 Dec 2020, 12:15

024 761 50371



[Older news](#)

 [RSS feed](#)

Mentee Online Area – includes access to FREE Careers module

COURSE WELCOME -

Course Welcome

- OVERVIEW +
- CAREER DEVELOPMENT CYCLE +
- LESSON 1 - PERSONAL VALUES & MOTIVATIONS +
- LESSON 2 - STRENGTHS, SKILLS & ACHIEVEMENTS +
- LESSON 3 - BUSINESS MODEL: 'YOU' +
- LESSON 4 - CAREER/FUTURE PLANNING +
- LESSON 5 - MAPPING YOUR CAREER LANDSCAPE +
- LESSON 6 - CAREERS SUPPORT +
- LESSON 7 - GATHERING INFORMATION +
- LESSON 08 - MARKETING YOURSELF +
- LESSON 09 - NETWORKING +
- LESSON 10 - BUILDING YOUR CV & COVER LETTER +
- LESSON 11 - INTERVIEWS +
- LESSON 12 - ASSESSMENT CENTRES +

Course Welcome



Welcome to our Career Management Module

The overall aim of this programme is to assist you in exploring a range of common Career Management topics. These will be invaluable individually or collectively they will provide you with a firm foundation and framework to succeed in your career activities and journey.

While each topic will build on earlier ones, they are constructed in such as fashion that each can be explored in a non-linear basis. We would, however, recommend that to maximise your activities and get the most from the programme you do try to explore all of these key topics.

Each key career area provides access to a number of key topics, which are supported by a range of content - including videos, exercises and further suggested readings.

At the end of the programme you will be able to:

- Identify your personal values and motivators
- Consider and examine your strengths, skills and achievements
- Author your own Career Plan and identify opportunities
- Develop a personal brand
- Start making successful applications
- and understand how to succeed in a new career or role.

Throughout you will hear from a range of careers experts and practitioners who have developed the content you will explore and signpost you to other resources and activities.



Mentee Online Area – includes access to FREE Careers module

Your Career Management

CONTENTS

ACTIVITY

MODERATION



COURSE WELCOME +

OVERVIEW +

CAREER DEVELOPMENT CYCLE +

LESSON 1 - PERSONAL VALUES & MOTIVATIONS +

LESSON 2 - STRENGTHS, SKILLS & ACHIEVEMENTS +

LESSON 3 - BUSINESS MODEL: 'YOU' +

LESSON 4 - CAREER/FUTURE PLANNING -

4.1 Career Planning

4.2 Importance of Career Planning

4.3 Philosophy on Working Life

4.4 Finding Career Success

4.5 The Perfect Career Plan

4.6 Tools & Approaches

4.7 Setting Goals Effectively

4.8 Long Term Goals

4.9 Career Future Plan

4.10 The Elevator Pitch

LESSON 5 - MAPPING YOUR CAREER LANDSCAPE +

4.5 The Perfect Career Plan

You might be one of the lucky ones who from a very, very young age set their minds and their hearts on a clear target that is connected with their life or their professional work for life. For many people, for example, this is a vocational target, involving a medical or veterinary role.

Others may be encouraged by a parent into a profession like law or accountancy. For most people though, a career is not something that happens so straightforwardly. Often it is a path that emerges after some time. Wherever you are in your career, whether you're just starting out or are well advanced in your working life, these steps will be relevant to you.

Please download the attached PDF [10 Steps to Creating the Perfect Career Plan worksheet](#).

You may also find this video - [8 Steps to Successful Career Planning](#) - from Position Ignition, interesting and insightful:



Mentee Online Area – includes access to FREE Careers module

LESSON 11 - INTERVIEWS +

LESSON 12 - ASSESSMENT CENTRES +

LESSON 13 - OFFER NEGOTIATION +

LESSON 14 - CAREER TRANSITIONS -

14 Introduction

14.1 Career Change - Introduction

14.2 What's Important to You?

14.3 The Exploration Phase

14.4 Further Materials

14.5 Redundancy - Introduction

14.6 What not to Say in Interviews after Redundancy

14.7 What to Say at Interviews after Redundancy

14.8 How to Manage the Gap

14.9 Returning to Work - Introduction

14.10 Your Return to Work Pitch

14.11 Job-hunting Strategies

14.12 Relocation - Introduction

14.13 What Issues do you Need to Consider?

14.14 Relocation Further Resources

LESSON 15 - RULES OF WORK +

LESSON 16 - OPERATING IN A GLOBAL ENVIRONMENT +



Mentee Online Area – includes access to FREE Careers module

LESSON 16 - OPERATING IN A GLOBAL ENVIRONMENT

- 16.1 Working in a global environment
- 16.2 Virtual teams
- 16.3 Definitions of virtual teams
- 16.4 How to lead a virtual team effectively
- 16.5 Managing your time and expectations to work 24/7
- 16.6 Enabling the team to see the big picture
- 16.7 Handling difficult conversations and managing performance
- 16.8 Leading virtual teams – food for thought
- 16.9 Hofstede's dimensions of national culture
- 16.10 Meyer's culture map
- 16.11 Putting the culture map to work
- 16.12 Making an international career move
- 16.13 Strategies to prepare for such a move
- 16.14 Researching your destination using GoInGlobal
- 16.15 Networking overseas
- 16.16 How to make the move
- 16.17 Top tips for dealing with skype interviews
- 16.18 Experiencing an international move
- 16.19 Top tips from our alumni
- 16.20 Articulating the skills gained from working overseas
- 16.21 A final thought
- 16.22 Further resources

16.1 Working in a global environment



Careers Guidance by email

Dedicated Careers Manager for Alumni



Caroline Egan
part-time

alumniCareers@wbs.ac.uk

www.wbs.ac.uk/about/alumni/

Current students: careersplus@wbs.ac.uk

Dedicated Careers Managers for Part-time MBA



Sarah Jackson

careersplus@wbs.ac.uk

The CareersPlus Masters Team



Nuo Xu,
Career Coach,
Specialist Masters



Peter Burnham
Career Coach,
Finance Masters



Davina Noonan
Career Coach,
Generalist Masters



Alison Collins
Careers Manager,
Masters Programmes

Current students: careersplus@wbs.ac.uk

WBS CareersPlus

Helping you to reach your career potential

wbs

WELCOME

NEWS & UPDATES

EVENTS & OPPORTUNITIES

RESOURCES

RANKINGS



Latest from WBS

Latest from myAdvantage

We recommend, enabling
email notifications for
CareersPlus on mywbs

TODAY

Webinar - Introduction to Online Careers Resources

12:13, 32 MINUTES AGO



How to share disability related information with your employer - GSK and My Plus Consulting

11:13, 1 HOUR AGO



FTMBA Buddy scheme-Information Session

11:12, 1 HOUR AGO



Health Innovation & Enterprise Event with Warwick Midlands Alumni Network

10:59, 1 HOUR AGO



FTMBA 2020-2021 Recording of High Impact CV and Cover Letter Workshop Careers Workshop 1

08:27, 4 HOURS AGO



SATURDAY

Reminder: Placement Careers Drop-Ins (Virtual) – Autumn Term 2020 / New Placements MS Teams Group

2 DAYS AGO



WBS Placement Event: Live Employer Q&As - Weds 14th October 2020

2 DAYS AGO

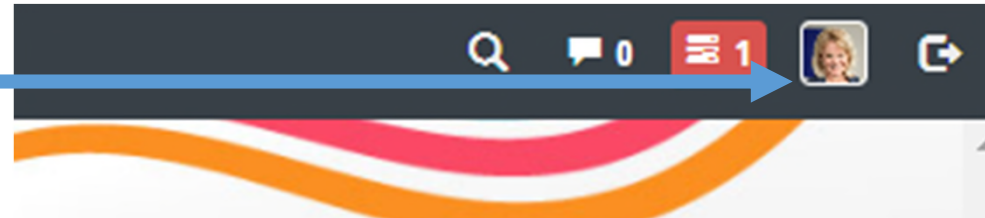


Employer Panel: How the pandemic has changed placements for 2021/22 - Mon 12th Oct 2020

2 DAYS AGO



Click on your profile
Then select Email
Notifications



Profile & Tools DONNA CURTIS / STAFF

Donna Curtis Overview ▾

- About You**
Let other users know you by updating your description, contact details and more.
- Your Activity**
View mywbs content which you have created.
- Your Calendar/Schedule**
View and add events to your calendar.
- eBooks Bookshelf**
All of your eBooks in one place.
- Email Notifications, Feeds & Calendar Integration**
Learn how to integrate mywbs events with your mobile device and/or preferred calendar application.
- Favourite Locations**
Manage your starred locations on mywbs.



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Email Notifications, Feeds & Calendar Integration

Summary Emails & Feeds

This area allows you to customise the emails you receive from my.wbs. Summaries are categorised by channel and you can choose the frequency of email, plus links to feeds for integration with your preferred calendar, mobile device and other clients.

For example, you may choose to receive an emailed summary of activity in the Academic channel once per day, but elect to receive Community updates only weekly.

This is similar to the timeline on your homepage, and includes relevant announcements, content, discussion activity and key alerts such as assessment return notifications, passed academic meetings and so on.

Feed Tokens

The Feed and Calendar links contain a token which allow your devices to access your data without having to log in. Anyone with these links can access your feeds so please make sure they remain private. You can make sure that no unintended access is allowed by resetting your token.

[Reset your token](#)

Careers Channel

News, resources and events from WBS Careers.

Email Enabled	Email Frequency	Email Time	Feed	Calendar
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Daily	4AM		

Alumni Channel

News, resources and events for WBS Alumni.

Email Enabled	Email Frequency	Email Time	Feed	Calendar
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Daily	4AM		

UG AND MASTERS CAREERS RESOURCE +

MBA CAREERS RESOURCE +

ALUMNI CAREERS RESOURCE +

MBA CAREERS RESOURCE +

LINKS TO ONLINE RECORDINGS -

Workshops and Professional Development -

Welcome

Understanding Yourself

Career Planning

Researching your Options

Making Applications

Ongoing Career Success

Links from the WBS Community

Welcome

WBS students and alumni have access to a rich archive of CareersPlus Workshops and Webinars. These are arranged by their stage in the [Career Development Cycle](#). Click on the stage you are interested in to access the appropriate online recordings.

Understanding Yourself

Career Planning

Researching your Options

Making Applications

Ongoing Career Success

- UG AND MASTERS CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
- ALUMNI CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
- LINKS TO ONLINE RECORDINGS -**
- Workshops and Professional Development -
- Welcome
- Understanding Yourself
- Career Planning
- Researching your Options
- Making Applications
- Ongoing Career Success

Welcome

WBS students and alumni have access to a rich archive of online recordings. These are arranged by their stage in the Career Development process. Click on the stage you are interested in to access the appropriate online recordings.

Understanding Yourself:

- Using self-assessment
- 5 Skills to succeed in work today

Understanding Yourself

Career Planning

Researching your Options

Making Applications

Ongoing Career Success

CareersPlus Home / Welcome

- UG AND MASTERS CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
- ALUMNI CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
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- Welcome
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- Career Planning
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- Making Applications
- Ongoing Career Success

Career Planning

- Career Management in a Crisis
- Strategic Networking in the next normal

Welcome

WBS students and...
These are arranged...
Click on the stage you are interested in to access the appropriate online recordings.

Understanding Yourself

Career Planning

Researching your Options

Making Applications

Ongoing Career Success

CareersPlus Home / Welcome

- UG AND MASTERS CAREERS RESOURCE +
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WBS students and alumni have access to a rich archive of CareersPlus Workshops and Webinars. These are arranged by their stage in the Career Development process. Click on the stage you are interested in to access the appropriate resources.

Researching your Options:

- Finding a Job in a time of crisis
- Networking Remotely
- Advanced LinkedIn Tactics

Understanding Yourself

Researching your Options

Making Applications

Ongoing Career Success

- UG AND MASTERS CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
- ALUMNI CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
- LINKS TO ONLINE RECORDINGS -
- Workshops and Professional Development -
 - Welcome
 - Understanding Yourself
 - Career Planning
 - Researching your Options
 - Making Applications
 - Ongoing Career Success

Welcome

WBS students and alums
These are arranged by
Click on the stage you a

Making Applications

- Designing an Effective & Tailored CV
- Mastering virtual interviews

Understanding Yourself

Career Planning

Researching your Options

Making Applications

Ongoing Career Success

- UG AND MASTERS CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
- ALUMNI CAREERS RESOURCE +
- MBA CAREERS RESOURCE +
- LINKS TO ONLINE RECORDINGS -**
- Workshops and Professional Development -
- Welcome
- Understanding Yourself
- Career Planning
- Researching your Options
- Making Applications
- Ongoing Career Success

Welcome

WBS students and alumni have access to a rich archive of CareersPlus Workshops and Webinars. These are arranged by their stage in the [Career Development Cycle](#). Click on the stage you are interested in to access the appropriate online recordings.

Understanding Yourself

Researching your Options

Ongoing Career Success

Ongoing Career Success

- Courageous Conversations
- Leading Virtual Teams
- Conflict Management

Career Resources



Insights



CareersPlus Support:
Careers Managers for Students and Alumni



Online Career Management Module



Strengths Profiler

WBS Blogs

Latest >

Staff >

Students >

Latest Staff Blogs



Careers advice: How to get recognised by senior leadership

26 November 2020

You're bright. You have good ideas, insights, and the ambition to take on more but you aren't getting the opportunities you want, and you're struggling to get noticed by senior leadership, especially when working from home. How can you change this?



Careers advice: How to deal with headhunters and recruitment agencies

26 October 2020

Headhunters and recruitment agencies are now an established and integral part of the job market in most sectors and countries. Given the current uncertainties in the employment market, it may be a good time to begin to build your connections or refresh those that you have.



Careers advice: Developing the right mindset for your job search

25 September 2020

Global Alumni Careers Manager Caroline Egan looks at how you can get in the right mindset to optimise your chances when looking for a new job.



What is your curiosity quotient (CQ)?

24 August 2020

We all know about the value of high IQ and EQ in today's competitive business world but what about your curiosity quotient (CQ)? Alumni Careers Manager Caroline Egan looks at why CQ is important and is likely to increase your value to your business now, as well as your personal value in the job market of the

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Mentee Exchange**

Discussion



Any questions?



Mentoring Tips

- Bookmark Mentee Resources (see next page for list but especially Mentee Online Area)
- Before each session, ask yourself “What do I want to get out of this session” (outcome/objectives)
- If it helps, download and use the Outcome / Objectives document (Mentee Online Area)
- Incorporate feedback at each session ... “Today helped me to ...” or “Ask each other, what one thing have you taken from today”
- Write up a reflection following each session, as a running diary. Be as brief or as detailed you like.
- Consider sending a session summary to your mentor on the key items and/or outcomes/actions;
 - it helps to ensure nothing is misunderstood
 - it holds you more accountable
 - typically helps you to remain focussed.

Useful Links

- Mentee Online Area - <https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentee-area>

Other Links

- Alumni webpage – www.wbs.ac.uk/about/alumni/
- CareersPlus HomePage (mywbs) - <https://my.wbs.ac.uk/-/careers/homepage/>
 - CareerPlus Shop - www.wbs.ac.uk/shop/careersplus
 - CareersPlus Recordings - <https://my.wbs.ac.uk/-/careers/content/resources/in/1111404/item/1111411/>
- Career Management Module (FREE) – my.wbs.ac.uk/go/career-management
- Professional Networks - www.wbs.ac.uk/about/networks/professional/
- WBS Careers Blog - <https://www.wbs.ac.uk/blogs/staff/>
- WBS Global Mentoring Programme – my.wbs.ac.uk/go/mentoring
- WBS MBA Alumni (access to modules/if/when avail): <https://warwick.ac.uk/fac/soc/wbs/teaching/alumni>

Feedback

We'd welcome your feedback on the session:

https://wbs.qualtrics.com/jfe/form/SV_6ziPdYZPI5nIFzL

Thank you!

Donna Curtis

Global Mentoring Programme Manager

E-mail: donna.curtis@wbs.ac.uk

mentoring@wbs.ac.uk

www.my.wbs.ac.uk/go/mentoring