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WARWICK BUSINESS SCHOOL
THE UNIVERSITY OF WARWICK

For the Open Minded

Donna Curtis
Mentoring Programme Manager

Kevin Currell

WBS Steering Committee Member

31 January 2019

The Mentee Exchange

WBS Mentor Exchange

- ① Where to find the resources
 - Mentee Area
 - Career Management Online Module
- ① Share Experiences
- ① Questions

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Career Resources

Careers Guidance by email

Dedicated Careers Manager for Alumni



Sonja Stockton
(Mon pm, Tues, Wed)



Caroline Egan
(Wed, Thurs, Fri am)

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

And
Krishna Ruparelia

careersplus@wbs.ac.uk

Career Resources – open to alumni & students

Insights
-tailoring your communication



Other self assessment tools

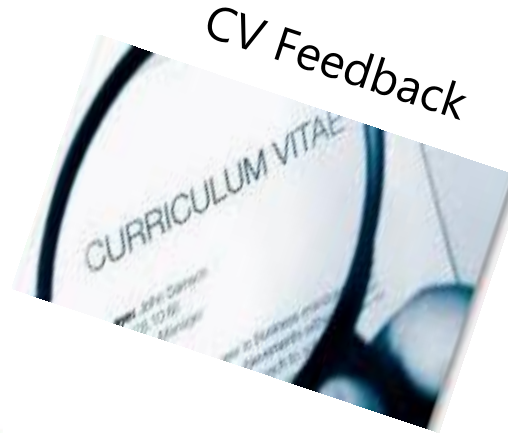


Professional Report

Congratulations! You've joined the more than 200,000 people in over 250 top business schools and leading corporations worldwide who have used CareerLeader!

Listen to advice from Dr. Jim Waldrop on how to get the most out of your CareerLeader!

REPORT EXTENDS YOUR KEY CAPABILITIES



my.wbs and online careers support; including Career Management Online Module



Figure 1. The Realis2 Growth Model



Career Management Online Module – Student access

The screenshot displays the Warwick Business School website's navigation menu with 'Careers' highlighted. Below the menu, a list of job opportunities is shown, including 'Amazon MBA Pathways programme - Operational Management 2015', 'European Commercial Graduate Scheme', 'Want to join Sopra Steria's graduate programme for 2016?', and 'Careers at Nestlé event'. A red arrow points from the 'Careers' menu item to this list. A red box with the text 'Also found here:' is positioned to the right, with an arrow pointing to a purple banner titled 'YOUR CAREER MANAGEMENT'. The banner features a 'CLICK HERE' button and a list of resources including 'PERSONAL VALUES', 'CAREER PLANNING', 'BUSINESS MODEL & YOU', 'MAPPING YOUR CAREER', 'MARKETING YOURSELF', 'NETWORKING', and 'CAREER TRANSITIONS ... AND MORE'. Below the banner, a section titled 'As a WBS student you can access a multitude of resources on our website and get advice on how to research your career ideas, prepare job applications, and write CV and Covering letters.' is visible, accompanied by an illustration of a woman and trees.

Academic Teaching Community **Careers** Alumni Staff & Governance Tools

THURSDAY

- Amazon MBA Pathways programme - Operational Management 2015 2 DAYS AGO
- European Commercial Graduate Scheme 2 DAYS AGO
- Want to join Sopra Steria's graduate programme for 2016?
- Careers at Nestlé event

Latest News & Updates

Events & Opportunities

MBA-Exchange.com
Connecting MBAs and Employers across the world
Job postings from MBA Exchange

WBS Careers Online
Find opportunities + manage your profile, cv and applications online

YOUR CAREER MANAGEMENT
CLICK HERE

INCLUDING:
PERSONAL VALUES
CAREER PLANNING
BUSINESS MODEL & YOU
MAPPING YOUR CAREER
MARKETING YOURSELF
NETWORKING
CAREER TRANSITIONS
... AND MORE

As a **WBS student** you can access a **multitude of resources** on our website and **get advice** on how to research your career ideas, prepare **job applications**, and write CV and Covering letters.

Career Management Online 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	+
LESSON 13 - OFFER NEGOTIATION	+
LESSON 14 - CAREER TRANSITIONS	+
LESSON 15 - RULES OF WORK	+

Network - support



[Back to About WBS](#)

[Geographical Networks](#)

[Professional Networks](#)

Warwick professional networks

Warwick has many groups who run events and provide networking opportunities for students and alumni interested in particular fields, and WBS is closely involved with those focused on specific business areas.

Groups are set up by alumni and students, for alumni and students, with support and guidance from us. Membership is open to all Warwick alumni and students and there is no restriction on the number of groups you can join. Each group works in a slightly different way, depending on the interests of participants and coordinators. Some groups also run social media sites, so you can connect with them wherever you are in the world.

Typical group activities include lectures, seminars and webinars, conferences, business networking, online networking, formal dinners... and of course, having fun!

If there is no group for your area of interest, you might want to consider becoming a [Warwick Ambassador](#) and setting up a new group.



See the professional networks with whom we are closely involved



Luciana Silveiras describes how her studies fit in to her busy life



Ali Smith from Boston, MA, USA on studying the Distance learning MBA

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Mentee Resources

Mentee Area



Warwick Business School

Search Warwick



Central services

[WBS CareersPlus & Corporate Relations](#) ▶ [CareersPlus](#) ▶ [WBS Mentoring](#) ▶ [WBS Mentoring - Mentee Area](#)

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

Mentoring Programme Officer

e: donna.curtis@wbs.ac.uk

w: <https://my.wbs.ac.uk/go/mentoring>

t: [+44 \(0\) 24 7615 0371](tel:+4412476150371)

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

[Donna Curtis](#)

Mentoring Programme Officer

donna.curtis@wbs.ac.uk

[024 761 50371](tel:02476150371)



Mentee Area



Warwick Business School

Search Warwick



Central services

WBS CareersPlus & Corporate Relations ▶ CareersPlus ▶ WBS Mentoring ▶ WBS Mentoring - Mentee Area

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Mentee Area – Resources



Warwick Business School

Search Warwick



Central services

WBS CareersPlus & Corporate Relations ▶ CareersPlus ▶ WBS Mentoring ▶ WBS Mentoring - Mentee Area ▶ Mentee Resources

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](#)

- [Mentee News](#)
- [Mentee Resources](#)
- [Mentee Area - Home](#)
- [WBS events](#)
- [Mentee - LinkedIn \(closed group\)](#)
- [WBS Mentoring homepage](#)
- [Investors in People Award](#)

Any queries or concerns?
Please get in touch.

[Donna Curtis](#)
Mentoring Programme Officer
donna.curtis@wbs.ac.uk

Mentee Area – Resources

Warwick Business School

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[WBS CareersPlus & Corporate Relations](#) ▶ [CareersPlus](#) ▶ [WBS Mentoring](#) ▶ [WBS Mentoring - Mentee Area](#) ▶ [Mentee Resources](#)

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](#)  



024 761 50371



RECORDINGS:

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

WATCH - Role play

- [Role Play from 2017 Induction: - A Mentoring Relationship!](#) 
- [Full Role Play - with discussion points - A Mentoring Relationship](#) 





Mentee Area – Resources

RECORDINGS:

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

WATCH - Role play

- [Role Play from 2017 Induction: - A Mentoring Relationship!](#) 
- [Full Role Play - with discussion points - A Mentoring Relationship](#) 

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

[WBS Mentoring Definition](#) 

There are many different understandings of mentoring. To help clarify what 'we' (WBS) mean by mentoring, we have a WBS definition. Follow the link (above) to view.



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
AND ...
like any good gym, members receive **encouragement & reminders** to use the service.
... and this is **where mentors can help ...** by staying in touch with their mentees, providing encouragement and instilling confidence

Mentor Area - news

Mentee News

Snapshot Survey 2018



Thank you to those of who took part in this year's Snapshot survey. This feedback is so valuable and insightful, to help shape the programme to continually improve and develop for the benefit of both mentees and mentors.

Thu 25 October 2018, 17:26

Mentoring is heading to India in December 2018





We are extending our global reach by heading to India in December for a three-city tour to find new mentors.

Thu 18 October 2018, 17:00

Career Support – Career Transitions

Our online **Career Management Module** covers a variety of areas, not only Career Transitions. The overall aim of this programme is to assist you in exploring a range of common Career Management topics.

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Mentor Area – news ... RSS it!

Our online **Career Management Module** covers a variety of areas, not only Career Transitions. The overall aim of this programme is to assist you in exploring a range of common Career Management topics.

Thu 18 October 2018, 16:37

Mentees: need support with a business venture?



Opportunity to pitch your business venture to experienced entrepreneurs and academics to receive invaluable feedback

Mon 24 September 2018, 11:55

Latest (free) online lesson: Operating in a Global Environment

We thought you might be interested in the latest lesson from the Career Management course that's open to alumni (and students) ... take a look at "Operating in a Global Environment" and also catch-up on other (free) lessons within the Career Management Online Course.

Thu 13 September 2018, 12:22

[Older news](#)

 [RSS feed](#)

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Mentoring Programme Manager
Kevin Currell

WBS Steering Committee Mentee
Representative & 2017 Mentee

Shared Experiences

Share Experiences

“Tips on how to stay in touch with your mentor”

Type your suggestions above or in the chat box ...

Share Experiences

“What does my mentor do that is helpful”

Type your suggestions above or in the chat box ...

Mentee Specific – from mentors

““What my mentee does that is helpful”

- The Mentee emails me action points from the last meeting, this helps to formulate the basis for the next discussion
- My mentee sends me a meeting request, once we have decided upon a date/time

OTHER HELPFUL TIPS/ADVICE:

- I ask my mentee for a list of 3 or 5 discussion points, the day before we meet but I am not worried if they cannot get to me, I will ask as we open the session. It just helps to structure the session
- Many mentors, liked to have an informal discussion at the beginning before approaching the issues at hand.
- Mix of approaches regarding meetings, some have a set every 2 weeks, others guided by the mentee. Have a conversation about what works best for you both. And do your best to stick to it!

Useful Links

- ① Mentee Area -
<https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentee-area/>
- ① Online Career Management Tool – created by industry experts
<https://my.wbs.ac.uk/go/career-management>
- ① Professional networks
<http://www.wbs.ac.uk/about/networks/professional/>
- ① CareersPlus shop to access self-assessment tools
<http://www.wbs.ac.uk/shop/careersplus>

Questions

“Approaching the end of my 2-year programme with my current mentor, I wonder whether I could start a new programme with another mentor?”

“Current trends on Mentoring - Articles - Research findings - Methodology – Techniques”

Any other questions?

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Mentoring Programme Officer

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Tel: +44 (0)24 7615 0371

<https://my.wbs.ac.uk/go/mentoring>

Please give us your feedback...

https://wbs.qualtrics.com/jfe/form/SV_3wLlzTdUkjmPBMF