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Warwick
Business
School

WBS Global Mentoring Programme: Mentor Exchange

August 2021

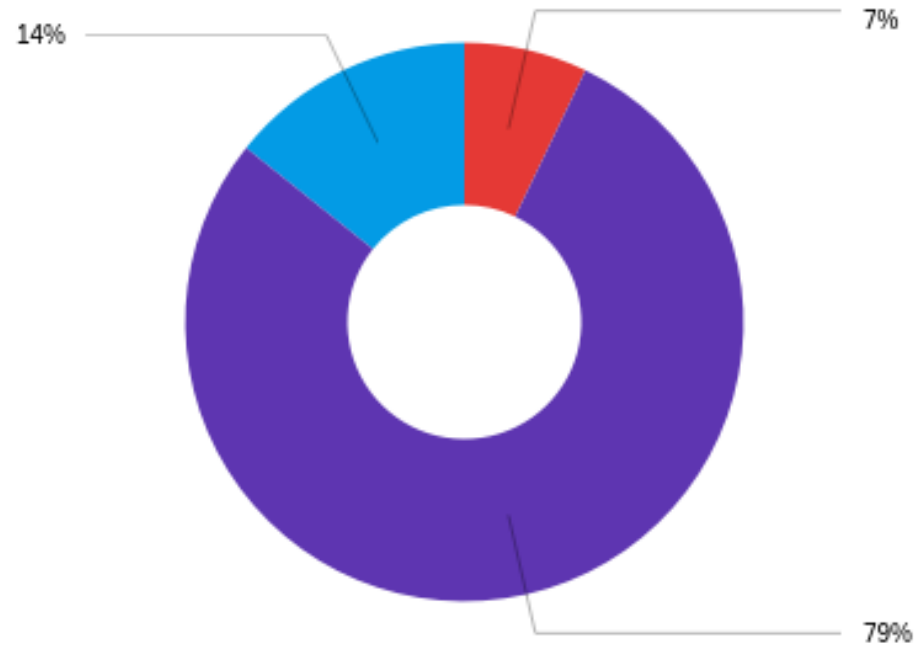


Share, learn, connect: cover today

- Voted topics to discuss
- Discussion / Share Experiences
- Plenary / Q &A
- Where to find Resources



Request topics to discuss



 Staying in touch with Mentees

 Tools/tips to help 'unpick/unblock' Mentee thinking

 Best practice on feedback

Other areas you would like help with ...

1. Mentee who is postponing dissertation and subsequent career development.
How can I help avoid procrastination?
2. Favourite Questions & Frameworks / Summary of tools available
3. What to do when mentees do not connect
4. Mentors Experience of identifying barriers not to cross
5. Most/least used career service tools
(shared in resource reminder slides)

Other areas you would like help with ...

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4. Mentors Experience of identifying barriers not to cross
5. Most/least used career service tools
(shared in resource reminder slides)

NB: Use the pen to tick areas above or type the number in the chat

What would you like to gain from today?

Tools & Tips: Unblock/unpick thinking

- Bob Thomson : DLMBA module
 - Reflective Writing
 - Scaling
 - Empty Chair
 - Rich Pictures
- Mentoring Toolkit
 - Life Lines
 - Breakthrough Questions
 - Wheel of Life
 - also Reflective Writing, Rich Pictures, Empty Chair



Feedback

- Erin Myer – video
 - Posted in LinkedIn and in Mentor Newsletter
 - Also posted and sent to mentees, use as a talking point
- DLMBA Module – Exclusively for WBS Mentor
 - Lessons 7 and 9
- Build in questions to each session / contracting
 - What will take you take away from today's session



Keeping in touch with Mentees

- Part of contracting / revisit and review (every 6 months)
- Discuss what happens if you do not hear from one another
 - Give permission to mentee to chase you
 - If a problem, contact WBS for support
 - Identify a back-up means to contact eg: WhatsApp
- If a mentee is busy, offer to drop an email every month or 6 weeks, to check in; with no pressure for them to respond



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**WBS Global
Mentoring
Programme:
Mentor Exchange**

Discussion



Share ... what did you learn from one another?

What will you do differently with your mentee?

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WBS Global Mentoring Programme: Mentor Exchange

Mentoring and Career
Resources



Mentor Online Area – “Resources” Bookmark for ...

Resources

- Mentoring frameworks, induction materials
- Mentoring Toolkit
- CareersPlus provision
- Link to the “Career Management Module”

CPD

- Past webinars (bear with us some older ones are unavailable)
- DLMBA module – exclusive access for WBS Mentors

Newsfeed

- Events
- Spotlight on resources, plus additional tips

LinkedIn Group

- Link to exclusive for WBS Mentors



Bookmark: [WBS Mentor Online Area](https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentor-area)

<https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentor-area>

WBS Mentoring Programme - Mentor Area



As a valued Mentor we have created a separate area just for you.

Longer term we will incorporate into the WBS alumni webpages but for now, we will keep your exclusive material here.

Remember the main [WBS alumni website](#) is an important resource, too. In particular, the [Career Management Module](#) open to all WBS alumni and student resides in this special logged in area.

If you need help logging in to the WBS Alumni website ask us for help or take a look at [“How to access the WBS Alumni webpages”](#). The only thing you need is your alumni number and

Links

- [Mentor - Area](#)
- [Mentor CPD](#)
- [WBS events](#)
- [Mentor - LinkedIn \(closed group\)](#)
- [WBS Mentoring homepage](#)
- [Newsfeed](#)
- [Resources](#)
- [WBS Mentoring gains IP...](#)

Programme Quality Review - feedback on your programme

The WBS Mentor Programme feedback survey will be emailed out soon, now is a great time to check in with your mentee if you don't have a scheduled meeting. You can help us to **stress the importance** of completing the Programme Quality Review to you rmentee which will aid us in shaping the most effective programme for you and them. Due to complete over the Christmas/New Year period.

Thu 03 Dec 2020, 10:44

DLMBA module – Lesson 9

Re-visit the [DLMBA module -lesson 9](#)

View the [role play video](#) on a Rich Picture exercise and how the relationship was developed .

Thu 03 Dec 2020, 09:55

Dealing with emotions

Mentee emotions can and do arise in mentoring relationships for various reasons. So, as a mentor, what can you do, how can you react/manage the situation and what do you need to be aware of

Thu 03 Dec 2020, 09:23

Mentor Toolkit

The [WBS Mentoring Toolkit](#) is designed to provide you with tools, guidance and frameworks to support you to maximise the success and benefit to both Mentee and Mentor.

These resources are there to support you so please let the Mentoring Steering Committee (MS Committee) know if there is anything else you would find useful.

If you are willing to share it, please let us have anything that you have found particularly useful for your mentoring.

Wed 02 Dec 2020, 16:00

[Older news](#)

 [RSS feed](#)

CareersPlus@wbs.ac.uk



[@warwickBschool on Twitter](#)

WBS

[Follow](#)

Nicola Burgess challenges

the top-down pecking order of the NHS hierarchy 🙌 <https://t.co/KvOVBNbc0Z>
[#coreinsights...](#)
<https://t.co/QPbRfP810>

Today, 4:25pm

[Reply](#) [Retweet](#) [Favorite](#)

Huge congratulations to this year's winners and finalists 🎉🎉
<https://t.co/dZx7KsHixe>

Yesterday, 6:08pm

[Reply](#) [Retweet](#) [Favorite](#)

RT [@Heropreneurs](#): Just a few hours to go until we announce the lucky winners of the Heropreneurs' [@WarwickBschool](#) Awards 2020. Keep an eye...

Yesterday, 3:38pm

[Reply](#) [Retweet](#) [Favorite](#)

As we emerge from another lockdown, we can only hope to return to a sense of normality in the near future. But how... <https://t.co/tRC3drd0J0>




Yesterday, 9:49am

[Reply](#) [Retweet](#) [Favorite](#)

Mentor Online Area – “Resources” to support your relationship(s)






Induction Day Support Documents

Use the links below to download digital copies of the handouts from the face-to-face induction day.





- [Mentor MoA \(2020\)](#) 
- [Mentee MoU \(2020\)](#) 
- [Mentoring Session Template](#) [.PDF](#)  [/ .DOC](#) 
- [Career / Future Plan Template](#) [.PDF](#)  [/ .DOC](#) 
- [Conflicts of Interest](#) 
- [Contracting, Expectations and Boundaries Framework](#) [.PDF](#)  [/ .DOC](#) 
- [Contact Plan](#) 
- [How I like to converse](#) [.PDF](#)  [/ .DOC](#) 
- [Mentee & Mentor Expectations and Responsibilities](#) 

Mentoring Toolkit

The WBS Mentoring Toolkit is designed to provide you with tools, guidance and frameworks to support you maximising the success of your mentoring relationship. Use the links below to download the full toolkit, or just the portion you need.

- [Full toolkit \(with linked contents page\)](#) 
- [A - Preparation](#) 
- [B - First Session](#) 
- [C - Ongoing Mentoring](#) 
- [D - Final Session](#) 

Links

- [Mentor - Area](#)
- [Mentor CPD](#)
- [WBS events](#) 
- [Mentor - LinkedIn \(closed group\)](#) 
- [WBS Mentoring homepage](#) 
- [Newsfeed](#) 
- [Resources](#)

Any queries or concerns?
Please get in touch.

[Donna Curtis](#) 
Mentoring Programme Officer

donna.curtis@wbs.ac.uk

024 761 50371



Mentor Online Area – Mentor Toolkit – Tools to help unblock

Toolkit – Ongoing Mentoring Page 5 to 21:

Mentoring tools with guidance includes ...

- ISIS Model
- The 5 Cs Mentoring Model
- Wheel of Life
- Rich Pictures
- Lifelines
- Metaphor
- Reflective Writing
- The Empty Chair

Mentor Online Area – Mentor Toolkit – Breakthrough Questions

Toolkit – Ongoing Mentoring page 24: Sometimes we need to encourage our mentees to think bigger picture or more holistically. Here are a few bigger picture/breakthrough questions that have worked some of our mentors/mentees.

Approach: Ask the question...

- What would you do if you knew you could not fail?
- What would you do if you already had xx?
- What would you do if you only had xx years/months to live?
- What would you do that is so much fun that it doesn't feel like work?
- What job would you pay to do?
- What is/would you like to have as your legacy?
- How do you want to be remembered?
- What are you going to do with your one short precious life?

Guidance

One or two per session is enough! Good rapport helps... so it is often better to use these once the relationship is established. Judge the context and appropriateness of the question.

If it still doesn't unlock the bigger picture then don't worry, just try something else.

Mentor Online Area – “Resources” includes access to FREE Careers Management

Mentor - CPD Record [requirement from June 2017]

- Mentor Continuing Professional Development Record [.PDF](#) / [.DOC](#)

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.

FREE - Career Management Module

Exclusive for WBS Alumni and students. Created by industry experts, covering careers support to help you manage your career ... or to help you to support your mentee.

From CV, cover letters and assessment centres, through to career transitions, redundancy and working in a global environment (leading virtual teams etc).

- [Career Management Module](#)

There is a wealth of alumni resources and services *exclusively* for WBS Alumni.

You will need to log-in for this special content

ACCESS: To reset your username/password, you will need your alumni Number and DOB.

WHERE IS MY ALUMNI NO?:

Your alumni number is on most mentoring comms and

is always on your WBS alumni newsletter or

contact us

mentoring@wbs.ac.uk

Careers support: 16 Lessons ... values, marketing yourself, interviews ...

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.




Example from Lesson 11 ... Interviews; virtual, in person ...

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 +
- 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 -**
 - 11.1 Introduction**
 - 11.2 Phone Interviews
 - 11.3 Video Interviews
 - 11.4 Skype Interviews
 - 11.5 Face to face interviews
 - 11.6 Interview questions
 - 11.7 Interview preparation
 - 11.8 You, the Interviewer

11.1 Introduction



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Hilary Riseley
Warwick Business School

02:06

- At the interview the recruiter is asking themselves - 'Do I want to work with this person?' 'Do they fit with what we are looking for?'
- Be likeable and memorable.
- Be yourself, show genuine enthusiasm, knowledge and interest in the role and the organisation.
- Practice does make perfect.
- Take advantage of opportunities for mock interviews and also record yourself, get feedback and perfect your interview technique.
- Try not to be too polished and rehearsed though - recruiters want to see a real person, not a robot!


Careers support: 12 Lessons ... Assessment Centres ...

- 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 -**
- 12.1 Introduction
- 12.2 Group exercises
- 12.3 Role-play exercises
- 12.4 Presentations
- 12.5 Written exercises
- 12.6 Other aspects of assessment centres
- 12.7 Social and informal aspects of assessment centres
- 12.8 Assessment criteria

12.1 Introduction

In this lesson, we'll explore what assessment centres are, what you're likely to encounter at an assessment centre and how to succeed in the different exercises you might encounter. By the end of this chapter you should have a much better idea of what to expect and how to prepare for assessment centres.

Your tutor for this lesson is Louise Considine.



During the assessment centre, you will be assessed against the organisation's competencies. The term competency refers to the skills needed to achieve effective performance in the workplace. There will be several competencies that will be assessed, some of these will be assessed on more than one occasion. For example, 'communicate with impact' could be assessed in both the presentation and the interview or the group exercise, so you will always have a second chance to demonstrate your capability in this area.

Communicate with Impact

Definition: Clearly conveys information and ideas that engage the audience. Speaks articulately and audibly building good rapport. Tone is

Mentee Online Area – Lesson 14 Career Transitions

Your Career Management

CONTENTS ACTIVITY MODERATION

- COURSE WELCOME
- Course Welcome
- OVERVIEW
- CAREER DEVELOPMENT CYCLE
- LESSON 1 - PERSONAL VALUES & MOTIVATIONS
- LESSON 2 - STRENGTHS, SKILLS & ACHIEVEMENTS
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- 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

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- and understand how to succeed in a new career or role.

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CareersPlus

Has your mentee explored the CareersPlus Resources at WBS?

The screenshot shows the WBS CareersPlus website. At the top, the header reads "WBS CareersPlus" with the tagline "Helping you to reach your career potential". Below the header is a navigation menu with options: WELCOME, NEWS & UPDATES, EVENTS & OPPORTUNITIES, RESOURCES (highlighted), RANKINGS, and VIRTUAL RECEPTION. A search icon and a plus-minus icon are also present. Below the navigation, there is a breadcrumb trail: "CareersPlus Home > Meet the CareersPlus Team". On the left side, there is a sidebar menu with various categories, each with a plus sign: MSC EXTERNAL DESIRATIONS, WBS CAREERSPLUS (highlighted), Welcome, Meet The Team (highlighted), UG AND MASTERS CAREERS RESOURCE, PLACEMENTS, INTERSHIPS AND WORK EXPERIENCE, MBA CAREERS RESOURCE, ALUMNI CAREERS RESOURCE, DBA CAREERS RESOURCE, LINKS TO ONLINE RECORDINGS, ONLINE RESOURCES, FURTHER READING, MANAGING YOUR CAREER, MENTORING PROGRAMME, WBS NETWORKS, and EXTERNAL RELATIONS (IN DEVELOPMENT). The main content area is titled "Meet the CareersPlus Team" and contains the text: "If you are unsure who you need to contact, please send an email with details of your query to: careersplus@wbs.ac.uk. To connect via LinkedIn  please click the profile picture." Below this text is a profile card for "CareersPlus" featuring a photo of Monika Romero, Director (Acting). The profile card lists her contact information: "Garcia Romero, Monika", "Tel: 024765 74169", "Room: 0.012", and her email: "Monika.Garcia-Romero@wbs.ac.uk".



Latest from CareersPlus - sign up for email notifications

We recommend mentees (students) to enable email notifications for CareersPlus on mywbs

Latest from WBS

Latest from myAdvantage

TODAY

Introduction to MSc External Dissertations

MINUTES AGO

SumUp - various roles in Germany, Denmark, France, Brazil

09:00, 3 HOURS AGO

MBA Career Opportunities

08:50, 4 HOURS AGO

Senior Product Designer - Accounting Copenhagen, Denmark · Design

08:45, 4 HOURS AGO

Lead Product Designer Berlin, Germany · Design

08:40, 4 HOURS AGO

Creative Director - Brand Experience Berlin, Germany · Design

08:37, 4 HOURS AGO

Senior Business Intelligence Specialist - Berlin, Germany · Analytics

08:30, 4 HOURS AGO

YESTERDAY

Sustainability Analyst - closing date 20 Aug

YESTERDAY 17:03

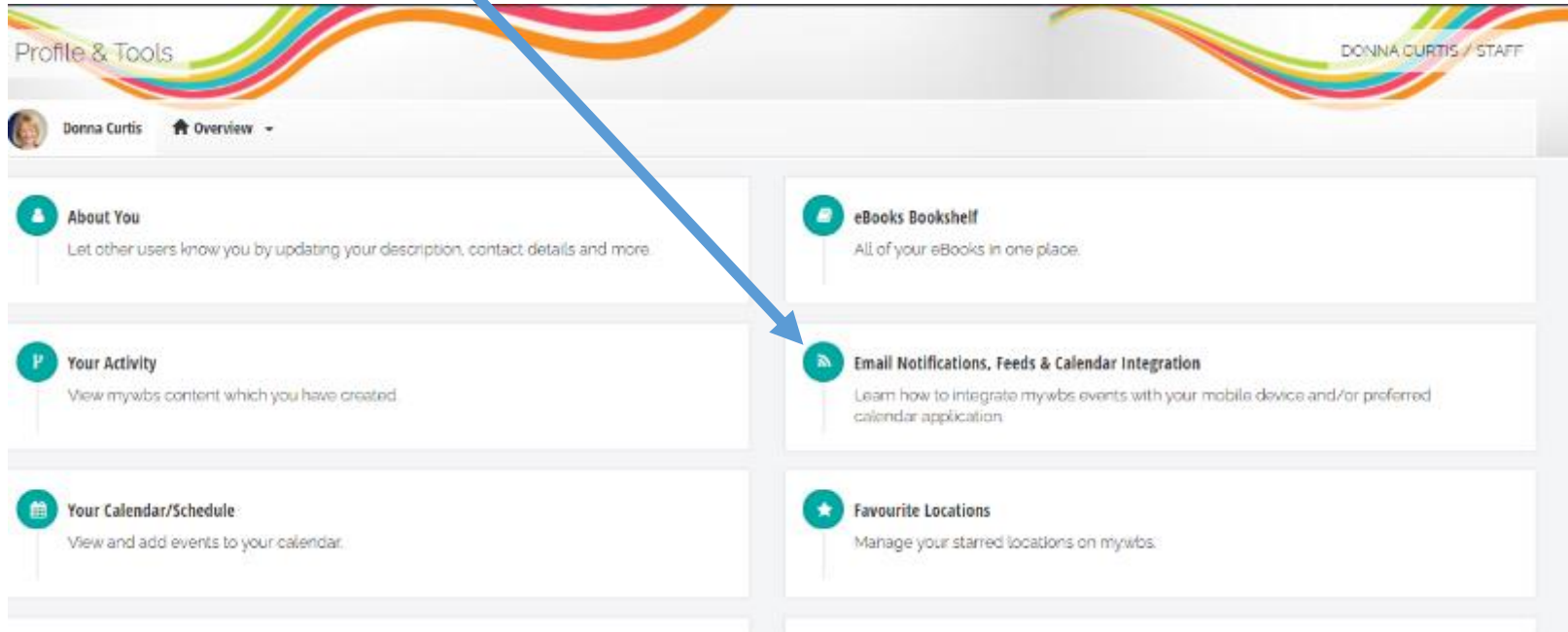
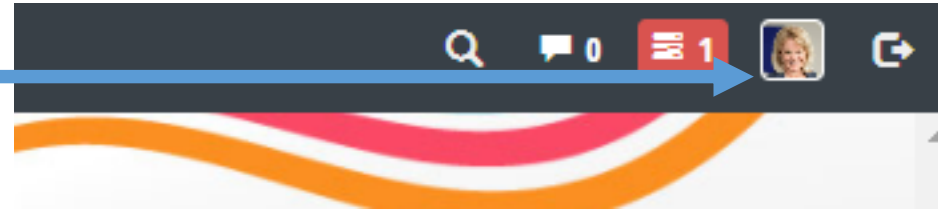
Check out these new Graduate Opportunities - WBS Graduate On-line vacancy platform

YESTERDAY 10:16

2021 Data Analyst - Environmental, Social, and Governance - Bloomberg - applications still being received.

YESTERDAY 10:08

Click on your profile
Then select Email
Notifications



Most Popular: WBS Students (ONLY) in mywbs : CV check with V-Mock

WELCOME | NEWS & UPDATES | EVENTS & OPPORTUNITIES | **RESOURCES** | RANKINGS | VIRTUAL RECEPTION

CareersPlus Home / VMock

UG AND MASTERS CAREERS RESOURCE +

PLACEMENTS, INTERNSHIPS AND WORK EXPERIENCE +

MBA CAREERS RESOURCE +

ALUMNI CAREERS RESOURCE +

DBA CAREERS RESOURCE +

LINKS TO ONLINE RECORDINGS +

ONLINE RESOURCES -

British Venture Capital Association Member Directory

CaseCoach

Case Questions

ECareersGrad

Higher EFMD

Financial Times

Clubs

VMock

VMock gives you customized suggestions for your CV based on criteria gathered from employers and WBS resume standards.

Simply create an account, upload your resume following the WBS template, and VMock will:

- Give you line-by-line suggestions to improve your CV content based on your area of study and level of experience.
- Tell you how well you have marketed your communication skills, leadership experiences, and impact on your resume.
- Score your resume based on employer criteria and WBS resume standards.
- Produce your CV using the WBS Template
- You will get an instant CV score and targeted feedback after uploading your CV on the Vmock platform.

Your Goal:

- You should aim to achieve a score of 75%+
- Follow the feedback to make improvements and re-upload the CV to see an increase score.
- You can upload your CV 10 times (only)

USE THE LINK BELOW TO ACCESS VMOCK:

Found within CareersPlus Resources

Most Popular: WBS Students (ONLY) in mywbs – interview practise

Shortlister



Practise your video interview technique prior to the real thing.

The Shortlister resource is available via the University of Warwick Careers Website.

To access the resource, please click on the link below which will take you to the Video Interviews page on the University of Warwick Careers Website. Ensuring you are signed in, then click the "Practice Video Interviews" button.

Remember that if you would like any further information about this resource or to receive any feedback, you will need to make an [appointment](#) with one of your WBS Careers Coaches.



Found within
CareersPlus Resources

Most Popular: Students and Alumni Careers Shop

Spotlight - personality profiling tool

Spotlight is a personality profiling tool created by Mindflick, designed with performance in mind. Based on the science of psychology, along with decades worth of experience in elite sport, Spotlight is practical, memorable and relevant to the modern world. People change when there's something to be won and lost. In fact, it is not enough to just understand 'Behavioural Style', 'Mindset' also needs to be considered. Put simply, some people are trying to win, whilst others are trying not to lose - with both proving to be successful strategies when applied skilfully. Based on processes of motivation, learning and emotion, Mindflick have developed a way of understanding both 'Behavioural Style' and 'Mindset', combining them into what they call "Performance Preferences". Spotlight has been applied with organisations and teams from a wide range of fields, from elite sport to the financial sector. Their aim has been to design a tool that can be applied in any context, to help people move forwards.

On receipt of your booking WBS CareersPlus will send you access instructions.

£60.00

[Buy »](#)

Insights Discovery - Personality Profiling tool

A psychometric tool based on the psychology of Carl Jung, Insights Discovery is built to help people understand themselves, understand others, and make the most of the relationships that affect them in the workplace. Insights uses a simple and memorable four colour model to help people understand their style, their strengths and the value they bring to the team. We call these the colour energies, and it's the unique mix of Fiery Red, Sunshine Yellow, Earth Green and Cool Blue energies, which determines how and why people behave the way they do. Insights Discovery is all about helping individuals understand themselves and others so they can appreciate and value different approaches. In a virtual environment, knowing more about your colleagues and how they prefer to work can help you move beyond surface-level relationships into truly collaborative partnerships. Through Insights Discovery, individuals will gain a common language that has wide-ranging benefits, including connecting colleagues across geographical and cultural boundaries, and providing a safe platform for feedback conversations.

£80.00

[Buy »](#)

360 Degree Self Assessment Tool

The 360 Degree Self Assessment is a powerful personal development tool designed to help you gather feedback about your leadership competencies and behaviours to increase your awareness of the perceptions of colleagues, subordinates, superiors and customers.

On receipt of your booking WBS CareersPlus will contact you with access instructions.

£50.00

[Buy »](#)

Strengths Profile

Your *Strengths Profile* (formerly *R2 Strengths Profiler*) report will identify your Realised Strengths, Unrealised Strengths, Learned Behaviours and Weaknesses. This information can help you determine where to develop your strengths, moderate your learned behaviours and manage your weaknesses.

On receipt of your booking WBS CareersPlus will send you access instructions.

£10.00

[Buy »](#)

<https://www.wbs.ac.uk/shop/careersplus>

Other helpful resources: Students and alumni

The screenshot shows the WBS CareersPlus website. The header includes the logo and tagline "Helping you to reach your career potential". The navigation bar contains links for WELCOME, NEWS & UPDATES, EVENTS & OPPORTUNITIES, RESOURCES (highlighted), and RANKINGS. A search icon and a plus-minus icon are also present. The left sidebar lists various resource categories with expandable icons: UG AND MASTERS CAREERS RESOURCE, MBA CAREERS RESOURCE, ALUMNI CAREERS RESOURCE, DBA CAREERS RESOURCE, and LINKS TO ONLINE RECORDINGS (highlighted with a blue circle). Below these are sub-links for Workshops and Professional Development, including Welcome, Understanding Yourself, Career Planning, Researching your Options, Making Applications, and Ongoing Career Success. The main content area features a "Welcome" section with a text box explaining that WBS students and alumni have access to a rich archive of Workshops and Webinars, arranged by stage in the Career Development Cycle. Below this are five large, colorful buttons representing the stages: Understanding Yourself (blue), Career Planning (red), Researching your Options (orange), Making Applications (light blue), and Ongoing Career Success (green).

Additional Careers Support

When you need more support beyond the Career Management Module, there are dedicated Careers Managers and Coaches in place for:-

- Alumni
- Full-time MBA
- Part-time MBA (DLMBA / Exec. MBA)
- Masters
- Undergraduates



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 Full-time MBA



Catherine Wiggins
Careers Manager



Donna Walker
Careers Coach



Neelam Kaul
Careers Coach

ftmbacareers@wbs.ac.uk

Dedicated Careers Managers for Part-time MBA



Sarah Jackson
Careers Manager



Nita Lad
Careers Coach

careersplus@wbs.ac.uk

The CareersPlus Masters Team



Nuo Xu,
Career Coach,
Specialist Masters



Peter Burnham
Career Coach,
Finance Masters



Alison Collins
Careers Manager,
Masters Programmes

Current students: careersplus@wbs.ac.uk

Mentor Online Area – “CPD” includes access to Mentoring Module (DLMBA)

As part of our continued commitment to the quality of the programme and to help support WBS mentors, the WBS Mentoring Programme provides access to continued personal/professional development.

This additional support includes webinars from Bob Thomson, Professor in Practice as well as CareersPlus professionals, see previous sessions below. The scheme is also delighted to have special access to Bob Thomson's coaching module on the Distance Learning MBA (DLMBA). Due to its exclusivity log in access is required. See links below or contact donna.curtis@wbs.ac.uk for access information.

It is important to note that since June 2017, the programme has introduced WBS Mentor CPD self-reporting. Follow the link below for further details, including the CPD self-reporting templates.

- [CPD Self Reporting commitment](#)

Links



- [Mentor - Area](#)
- [Mentor CPD](#)
- [WBS events](#) 
- [WBS Mentoring homepage](#) 
- [Newsfeed](#) 
- [Resources](#)

Our Webinars:

Mon 6th April 2020

- Bob Thomson: *Mentoring across cultures*
 - [2020-004-06-CPD-presentation.pdf](#)
 - [Webinar Recording](#) 

Fri 3rd April 2020

- Mentor Connect (with possible Trio/Duo work tbc)
 - [2020-004-03-CPD-presentation.pdf](#) 
 - [Webinar recording](#) 

SPOTLIGHT RESOURCE:

Careers Plus:
[Career Management Module](#) 
FREE - 16 Lessons

CPD reporting template:

Special Exclusive Access:



- » [DLMBA - Mentoring Module](#)
- » [How to access](#) (logging in using alumni number is required)



Bookmark: [WBS Mentor Online Area](https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentor-area)
<https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentor-area>

DLMBA Mentoring Module (exclusive to WBS Mentors)



[Forgotten your password?](#)

Click on forgotten password to 'reset access/gain access'



Bookmark:

[DLMBA Module for WBS Mentors](#)

NB: two-step authenticator app required

DLMBA Mentoring Module (exclusive to WBS Mentors)



SIGN IN ▶

[Forgotten your password?](#)

PROBLEMS SIGNING IN? ✕

Your username and password is sent via email at the beginning of the course. You might like to check your email account to see if you still have the email from us.

If you cannot find it or require further help, please email helpdesk@wbs.ac.uk

If you are logging into the mentoring course as one of our alumni you can choose a [new password here](#).

Click on forgotten password to 'reset access/gain access'

DLMBA Mentoring Module (exclusive to WBS Mentors)



WARWICK BUSINESS SCHOOL
THE UNIVERSITY OF WARWICK

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UPDATE PASSWORD

Your alumni number is your WBS student number preceded with an A or NM (for example A1234567). For help, see below.

Alumni Number

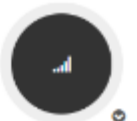
Date of Birth

dd/mm/yyyy

New Password

Confirm New Password

Strength Estimate



✓ SAVE NEW PASSWORD

If you have any problems, please contact help@wbs.ac.uk or phone 024 785 22522



Welcome to our W

Since 2009 the WBS Mentoring pro
500 mentees and currently has app
supporting the programme ... with

To ensure WBS mentors are equip
volunteer WBS Steering Committee
took the decision that all mentors r
before being accepted into the pool

Then as part of the continued deve
existing mentoring skills, we are de
DLBMA module from Professor Bol

See the course guide ('getting started') for information on what
do to:

1. **New WBS Mentors**
2. **Existing WBS mentors.**

Course Overview

LESSONS:

- Lesson 1 - The Basics of Mentoring
- Lesson 2 - The Skills of Mentoring
- Lesson 3 - Mentoring Demonstration One
- Lesson 4 - Tools for Mentoring
- Lesson 5 - Mentoring as a Line Manager
- Lesson 6 - Mentoring Demonstration Two
- Lesson 7 - Practical and Ethical Issues in Mentoring
- Lesson 8 - Mentoring as a Relationship
- Lesson 9 - Mentoring Demonstration Three
- Lesson 10 - Solution-focused and Cognitive Approaches

Lesson 4 - Tools for Mentoring



Start of Lesson 4				
4.1 - Scaling		-	-	
4.2 - Rich pictures		-	-	
4.3 - Reflective writing			-	
4.4 - Metaphor		-	-	
4.5 - The empty chair		-	-	
End of Lesson 4				

Introduction

Mentoring generally occurs through a series of conversations. In Lesson 2 we explored the key skills of listening, questioning and playing back that you use to manage mentoring sessions. There are other things you can do in a mentoring conversation, and in this lesson we'll look at a number of tools you might introduce in a session to help a mentee think through their situation.

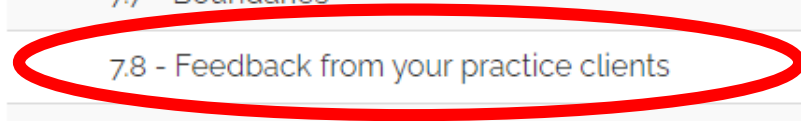
We shall be looking at:

Lesson 7 - Practical and Ethical Issues in Mentoring

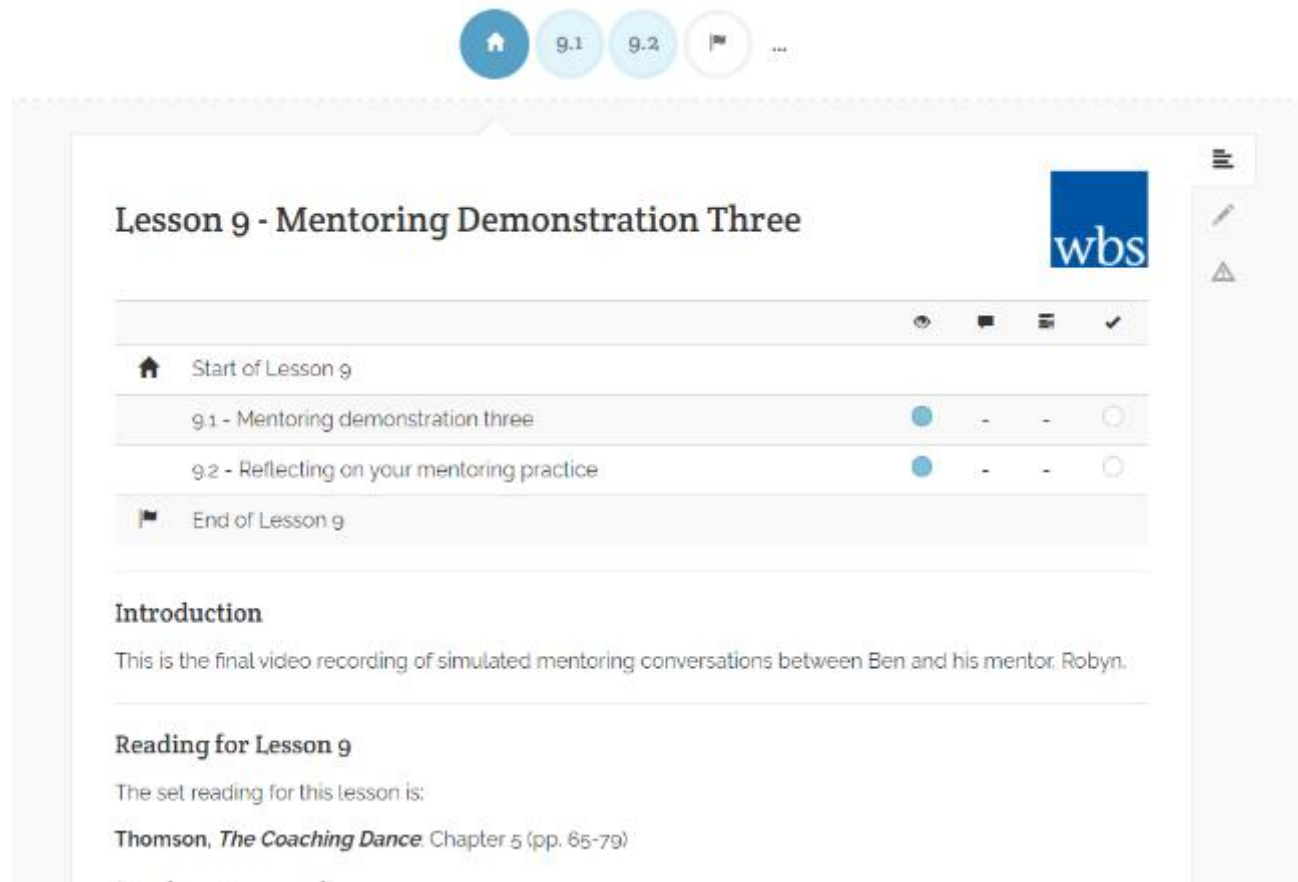


👁️ 🗨️ 📄 ✓

🏠	Start of Lesson 7			
	7.1 - Making notes during mentoring sessions	●	-	- ○
	7.2 - Keeping records	●	-	- ○
	7.3 - Use of between-session tasks and assignments	●	-	- ○
	7.4 - Reviewing progress	●	-	- ○
	7.5 - Ending a mentoring assignment	●	-	- ○
	7.6 - Confidentiality	●	-	- ○
	7.7 - Boundaries	●	-	- ○
	7.8 - Feedback from your practice clients	●	-	- ○
🚩	End of Lesson 7			



Plenty to explore in the DLMBA Mentoring Module



The screenshot displays a user interface for the DLMBA Mentoring Module. At the top, there is a navigation bar with circular icons for home, 9.1, 9.2, and a flag icon. The main content area is titled "Lesson 9 - Mentoring Demonstration Three" and features the WBS logo. Below the title is a table of contents with columns for navigation and completion status. The table lists "Start of Lesson 9", "9.1 - Mentoring demonstration three", "9.2 - Reflecting on your mentoring practice", and "End of Lesson 9". The "9.1" and "9.2" rows show a blue circle in the first column and empty circles in the last column. Below the table, there is an "Introduction" section with text about a video recording, and a "Reading for Lesson 9" section with text about set reading and a citation for Thomson's *The Coaching Dance*.

🏠	Start of Lesson 9			✓
	9.1 - Mentoring demonstration three	●	-	○
	9.2 - Reflecting on your mentoring practice	●	-	○
🚩	End of Lesson 9			

Introduction
This is the final video recording of simulated mentoring conversations between Ben and his mentor, Robyn.

Reading for Lesson 9
The set reading for this lesson is:
Thomson, *The Coaching Dance* Chapter 5 (pp. 65-79)

Erin Myer: Feedback video

Video shared with
Mentees, to create a
talking point between
WBS Mentors and
Mentees

The Language of Negative Feedback:
How Different Cultures Raise Different Workers

LAVIN

0:10 / 7:10



Business Speaker Erin Meyer: The Language of Negative Feedback

<https://www.youtube.com/watch?v=lwBPfbEeynw>

Feedback

Questions to consider every session ...

- What have you taken from today's mentoring session?
- What has helped you during today's session?
- What have you reflected on, and learnt, since the last mentoring session?

We have shared with mentees, to be prepared to answer:-

- What does your WBS Mentor do that is helpful?
- What could your WBS Mentor do less of?
- What would you like your WBS Mentor to do more of?

Approaching feedback: consider using less intimidating terms such as “ways of working” ... “what’s worked well, what could be different or better”



Feedback - remember

Tips from a WBS mentor on feedback in general

- Outline the framework in which you will delivery/provide feedback include:-
 - As part of the framework, remind the recipient that the feedback, its about the task not their identity. It can be easy to feel it is about our general worth or personality, remind them it is about the task and how they could perform better. Voicing this can help foster openness.
 - Recognise when giving generalised feedback, have examples of what was seen, heard, witnesses or experienced, to help them learn and develop.
For example:- saying the presentation was difficult to read, is not exactly helpful. Saying the font size was too small, offers tangible actionable feedback.



Resources Available for Mentors and Mentees

Share the following with you mentee, when the need arises:-

- Alumni webpage – www.wbs.ac.uk/about/alumni/ - journal access from here, once signed in
- 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/>
- Your 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>
- University of Warwick – Wellbeing Support Services - <https://warwick.ac.uk/services/wss/>

Feedback

We'd welcome your feedback on the session:

https://wbs.qualtrics.com/jfe/form/SV_8nTrQyXWp0Z0uDs

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