

wbs

WARWICK BUSINESS SCHOOL
THE UNIVERSITY OF WARWICK

For the Open Minded

Donna Curtis
Mentoring Programme Manager

Gary Lloyd

WBS Steering Committee Member

30 January 2019

The Mentor Exchange

WBS Mentor Exchange

- ① Where to find the alumni webpage
- ① Career services (alumni or students)
- ① Career Management Online Module
- ① Mentor Area - CPD
- ① DLMBA Module
- ① Share Experiences

WBS Mentor Exchange - Resources

We received the following requests for information and the next set of pages outline where to find them.

Request	Resources
CPD	Mentoring Toolkit (Alumni Website) Mentor Area DLMBA module
Career Resources	Careers Managers WBS Career Services Psychometric tools
DLMBA	Exclusive module open to mentors includes: First 4 lessons – original training Plus more in-depth mentoring afterwards
Remote mentoring	Discussion point here later Also see Mentoring Toolkit – Distance mentoring
Agenda Setting	Discussion point here later Review Induction day material – Mentor Area

Where do I find the alumni webpage?



Discover our Executive MBA, Doctor of Business Administration and Executive Education courses

Join the conversation

WBS on social media



WBS is a department of the University of Warwick.



Core, showcasing our research



Online resources available to help you learn, connect, develop & contribute

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Where do I find the alumni webpage?



WARWICK BUSINESS SCHOOL
THE UNIVERSITY OF WARWICK

I HAVE A PASSWORD



If you know your login details for the WBS Alumni website, please click here to continue.

I DON'T KNOW MY PASSWORD



If you don't know your login details, please take a moment to choose a new password.



“How to access the alumni website”:

https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentor-area/2016-11-07_accessing_the_new_wbs_alumni_website.pdf



WBS Alumni

LEARN • CONNECT • DEVELOP • CONTRIBUTE



COMING SOON THIS WEEK THIS MONTH ALL

MENTEE Applications Open: How can a WBS mentor help you and your career?

**** Mentee Applications OPEN during February 2018 ****. WBS Mentors add a fresh perspective to career steps and workplace dilemmas ... watch a short video with mentees discussing how mentoring has helped their career progression. Register your interest today!

[READ MORE...](#)



Mentee Taster Information Sessions

Hear from a current mentor and mentees at Thursday's (22nd Feb) Mentee Taster Information Sessions.. Learn how a WBS Mentor can help during the two-year WBS Programme. Remember applications close 28th February. Don't miss it ... BOOK a place today! LAST date - 22nd Feb

[READ MORE...](#)



Online Career Management Tool - created by industry experts

Proactively manage your career and take control of your future. Hear from career experts and practitioners on topics that include CV/interviews, assessment centres, negotiations, marketing yourself and many others. This is an outstanding resource available to WBS alumni

[READ MORE...](#)



Welcome

Our team of career professionals are here to support you in your career planning & professional development throughout your working life. Email alumni@wbs.ac.uk for further details on how to book an initial free one hour consultation or for free careers

Alumni Journal access

The learning doesn't stop ... More Journals and databases to keep you informed and up-to-date including ... ABI Inform, Emerald, MarketLine ... and many others.

Career opportunities with your company?

We can help by sharing your student and graduate career opportunities with the WBS community.

22 FEB

WBS CAREERSPLUS EVENT ONLINE EVENT
WBS Mentoring Programme: Remote Online Mentee Taster Session

26 FEB

ALUMNI PROFESSIONAL INTEREST GROUP EVENT CONFERENCE
Brexit and Future UK Gas Security Conference

07 MAR

WBS CAREERSPLUS EVENT SPECIAL EVENT
Entrepreneurial Finance 'Crowdfunding - Take it or leave it'

08 MAR

ALUMNI HOSTED EVENT SPECIAL EVENT
International Women's Day 2018

08 MAR


ALUMNI PROFESSIONAL INTEREST GROUP EVENT LECTURE
Challenges and Opportunities for West Midlands in 2018

WBS Alumni Directory and Networks

WBS Directory

EXPLORE OUR NETWORK

Your Alumni Profile



ARE YOUR DETAILS UP TO DATE?



WARWICK ALL WARWICK ALUMNI

WARWICK ALL WARWICK ALUMNI

WARWICK ALL WARWICK ALUMNI

Search the Directory

Search and browse by graduation year, course, company or organisation, location and much more.

23,000+ Alumni 140+ Countries



Careers



Access services to enhance your career

Career consultations • Self-assessment tests • Information & online resources



Mentoring Programme

SHARING EXPERIENCE



Professional Development for Alumni

Find out more about our award-winning mentoring programme.

Resources

SERVICES • BENEFITS • DISCOUNTS

As a member of WBS alumni you can benefit from some fantastic resources. You can now access journals online, profile companies using Datamonitor or take advantage of discounts on subscriptions and services such as The Economist, IoD, Financial Times, and Warwick Conferences.

FAQ & Contact

If you have any questions, please [check our F.A.Q.](#) for common problems, including:

- How do I edit my profile?
- How do I request a replacement certificate or transcript?
- How do I opt-out of the directory?
- How do I sign-up for an event?





Welcome

ALUMNI HOMEPAGE

Alumni News

LATEST NEWS &
ANNOUNCEMENTS

Alumni Resources

JOURNALS AND RESEARCH

DISCOUNTS

ADDITIONAL SERVICES

WBS Directory

SEARCH THE DIRECTORY

UPDATE YOUR PROFILE

Further Benefits

CAREERSPLUS

MENTORING PROGRAMME

Contribute

LEARN MORE...

Help

Mentoring Programme - open to all WBS Alumni



Interested in joining the award winning programme?

Mentee Applications NOW open - until 28th February 2018 apply now!

Interested in become a mentor? [Click here](#) to register for 2019 programme!

**** Unsure how it can help? Join a [Mentee Taster Session](#) ****

WBS Mentoring Programme

If you are a member of WBS alumni, seeking self-development or clarity on your way forward, one of our volunteer mentors can help you. The two year WBS Mentoring Programme has reached out to just under 600 mentees so far. Although the programme serves all students and alumni, it has been found particularly useful by graduates about to take the next step in their career.

Alternatively, you might be interested in "**Becoming a WBS Mentor**", see details at the bottom of this page.

Why Join?

The programme offers you the opportunity to have a WBS mentor, someone not from your family, place of work or study. It is completely confidential, safe and non-judgmental. It means you receive completely unbiased support on your next steps in your career.

WBS mentors are all volunteers from the WBS alumni community but they too, also need to apply and go through a process before mentoring.

How can a mentor help?

Mentors help to provide the motivation, confidence and support to take help mentees make the own decisions about their future steps. Discussions may include:

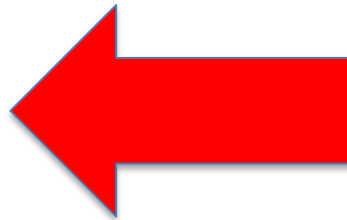
Global Programme

Geography, is no boundary! We have a large number of remote mentoring relationships who take advantage of the various technology resources available, such as Skype to maintain their relationship. There is a high proportion who meet, in person, at induction.

Helpful additional information

For these and other resources, please see the downloads section at foot of page.

- [Mentoring Programme FAQ's](#) - includes information on matching and expectations
- [History of the WBS Mentoring Programme](#)
- WBS Mentoring Toolkit
 - [A - Preparation](#)
 - [B - First Session](#)
 - [C - Ongoing Mentoring](#)
 - [D - Final Session](#)



National TJ Awards - Best Mentoring Programme

We are thrilled that the programme has been nationally recognised by winning the Bronze Award for 'Best Mentoring Programme' at the national TJ Awards.



Feedback from the Judges included:

“ We've been impressed by the fact that you've been able to establish, sustain and develop a successful and attractive large-scale, international mentoring Programme run by and with volunteers.

WBS Mentoring Toolkit - Overview



- Pre work checklist
- Introductory e mail

- First meeting
- Aide Memoire
- Key Questions
- Templates

- Session 2,3,4+
- Structuring a session
- Models & Templates
- Specific Mentoring Challenges

- Closing the relationship

- Recommended books; journals and other resources
- Case Studies

B. The first session – note taking template

Mentee:

Date of session:

Preparation:
Models/Tools/Approaches Used:
Priorities Agreed:
Actions Agreed:
Outcomes:
Brief Summary of Session:
Length of Session:

WHY A CONTRACT IS HELPFUL IN THE MENTORING RELATIONSHIP

- to clarify expectations about outcomes and behaviours
- to provide a baseline to measure progress
- to establish the boundaries of the relationship
- to agree mentor/mentee responsibilities for managing the relationship

BROADLY WHAT SHOULD BE INCLUDED IN A MENTORING CONTRACT?

- Relationship PURPOSE
- Relationship MANAGEMENT

AREAS FOR DISCUSSION

- **COMMUNICATION:** Preferred communication channel - face2face/skype/email/phone/text?
- **TIMING:** How frequently shall we communicate and for how long? Why might this change?
- **RESPONSIBILITIES:** Who initiates communication? Is an agenda a good idea?
- **COMMUNICATION BOUNDARIES:** What boundaries should be set in terms of time/place?
- **MENTORING BOUNDARIES:** At what point do we acknowledge that an issue lies outside the mentoring relationship, requiring more specialist support?
- **LIMITS:** Is there anything either of us definitely does not want to talk about?
- **CONFIDENTIALITY:** Openness and trust are essential - how will we ensure they are maintained?
- **FEEDBACK:** Are we willing to give honest and timely feedback in order to be critical friends?
- **EXPECTATIONS:** Why might expectations change?
- **BOTTOM LINE:** How do we measure/evaluate progress?
- **CONCLUSION:** Is there an end? Continuing the relationship.

	As a MENTOR I agree to:	As a MENTEE I agree to:
<i>COMMUNICATION CHANNEL</i>		
<i>TIMING</i>		
<i>RESPONSIBILITIES</i>		
<i>COMMUNICATION BOUNDARIES</i>		
<i>MENTORING BOUNDARIES</i>		
<i>LIMITS</i>		
<i>CONFIDENTIALITY</i>		
<i>FEEDBACK</i>		
<i>EXPECTATIONS</i>		
<i>BOTTOM LINE</i>		
<i>CONCLUSION</i>		

C. Ongoing Mentoring

Structuring a session/useful tools

- GROW
- ISIS
- 5C's
- Wheel of Life
- Tools to Help Mentees Think
- Question Bank
- Bigger 'Breakthrough' Questions

Specific Mentoring Challenges:

- Distance Mentoring
- Being Overwhelmed
- Exploring Work Place Tensions
- Handling Emotions
- Career Management

C. Ongoing Mentoring – GROW Model

The **GROW** model is a classic coaching/mentoring model around which to structure a session.

For any given topic, e.g. the four topics originally agreed at or prior to the initial meeting.....

GOAL what do you want?

REALITY what is happening now?

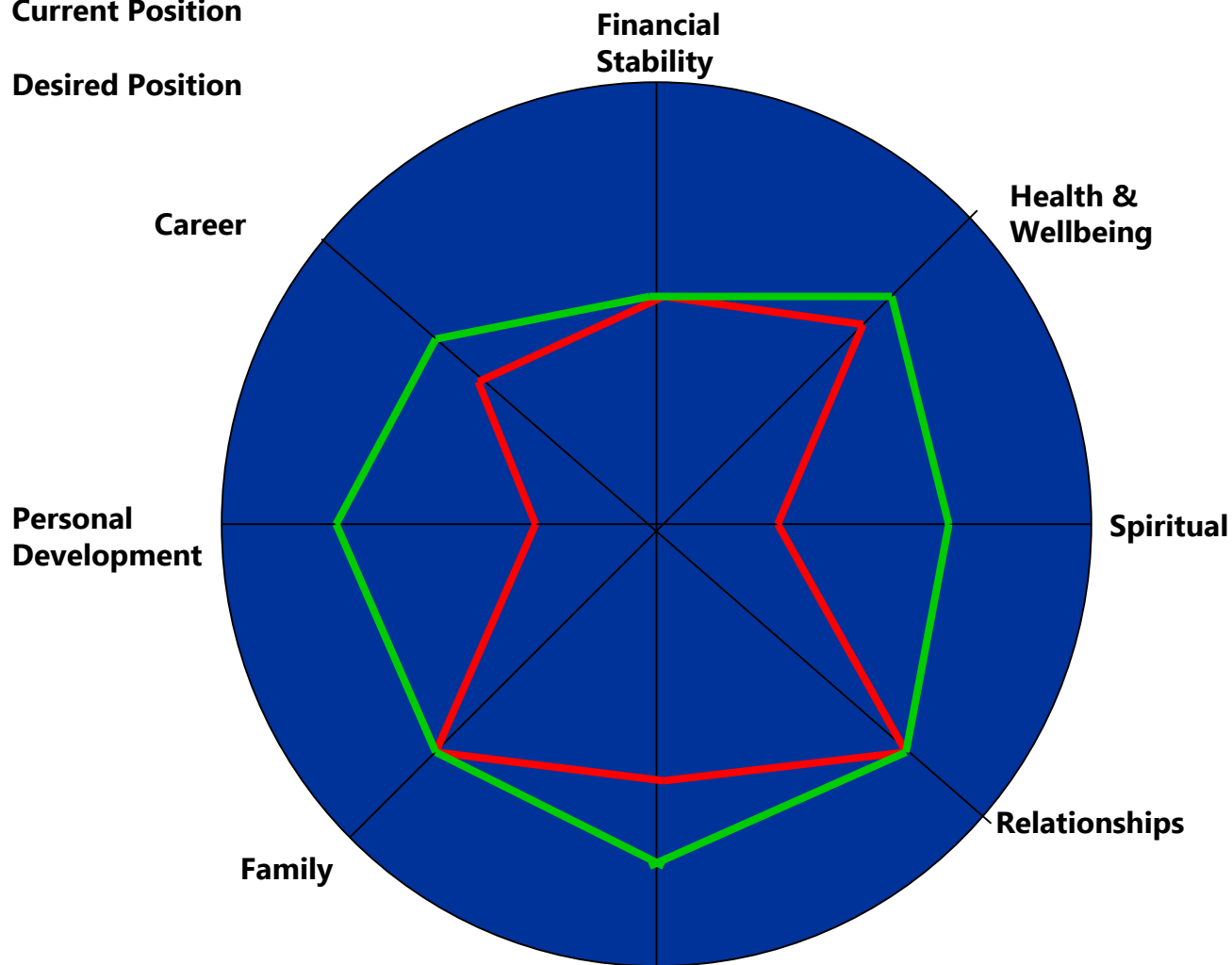
OPTIONS what could you do next?

WILL what will you do next?

Guidance, example questions and a template are provided in the toolkit

Ongoing Mentoring - Wheel of Life

- Current Position
- Desired Position



Guidance, example questions and a template are provided in the toolkit

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17th May 2018

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

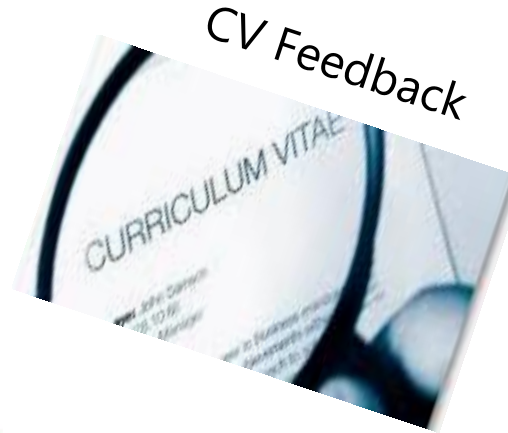


Professional Report

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



WATCH Sarah Jackson's webinar:

“Self-awareness, psychometrics: when and what to use”

Sarah, covers the self assessment tools shown here ...

<https://ca-sas.bbcollab.com/site/external/jwsdetect/playback.inlp?psid=2016-04-22.0521.M.333A7F5507D90F0C6CA6026181A1BC.vcr&sid=2012324>

(below can be purchased via the CareersShop (link at the end))



Professional Report

Congratulations! You've joined the more than 300,000 people in over 320 top business schools and leading corporations worldwide who have used CareerLeader!

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

REPORT EXTENDED
FROM 30% TO 100% ACCURACY



Figure 1. The Realised Goals Model

Career Management Online Module

– Alumni access



The screenshot displays the WBS Alumni website interface. At the top left is a lightbulb icon with the word 'learn' inside. The main header features a colorful geometric pattern and the text 'WBS Alumni' with the tagline 'LEARN • CONNECT • DEVELOP • CONTRIBUTE'. On the right, there's a section for 'Alumni Events' with four lightbulb icons labeled 'Learn', 'Connect', 'Develop', and 'Contribute'. Below the header, the page is divided into several content blocks:

- MENTEE Applications Open:** How can a WBS mentor help you and your career? **** Mentee Applications OPEN during February 2018 ****. WBS Mentors add a fresh perspective to career steps and workplace dilemmas ... watch a short video with mentees discussing how mentoring has helped their career progression. Register your interest today! Includes a 'READ MORE...' link and a 'mentee' icon.
- Mentee Taster Information Sessions:** Hear from a current mentor and mentees at Thursday's (22nd Feb) Mentee Taster Information Session... Learn how a WBS Mentor can help during the two-year WBS Programme. Remember applications close 28th February. Don't miss it ... BOOK a place today! LAST date - 22nd Feb. Includes a 'READ MORE...' link and a 'mentee' icon.
- Online Career Management Tool - created by industry experts:** Proactively manage your career and take control of your future. Hear from career experts and practitioners on topics that include CV/interviews, assessment centres, negotiations, marketing yourself and many others. This is an outstanding resource available to WBS alumni. Includes a 'READ MORE...' link and a lightbulb icon.
- Welcome:** Our team of career professionals are here to support you in your career planning & professional development throughout your working life. Email alumniCareers@wbs.ac.uk for further details on how to book an initial free one hour consultation or for free careers. Includes a 'READ MORE...' link.
- Alumni Journal access:** The learning doesn't stop ... More journals and databases to keep you informed and up-to-date including ... ABI Inform, Emerald, MarketLine ... and many others. Includes a 'READ MORE...' link.
- Career opportunities with your company?:** We can help by sharing your student and graduate career opportunities with the WBS community. Includes a 'READ MORE...' link.

On the right side, there is a calendar-style event listing:

- COMING SOON** | THIS WEEK | THIS MONTH | ALL
- 22 FEB:** WBS CAREERSPLUS EVENT | ONLINE EVENT | WBS Mentoring Programme: Remote Online Mentee Taster Session
- 20 FEB:** ALUMNI PROFESSIONAL INTEREST GROUP EVENT | CONFERENCE | Brexit and Future UK Gas Security Conference
- 07 MAR:** WBS CAREERSPLUS EVENT | SPECIAL EVENT | Entrepreneurial Finance 'Crowdfunding - Take it or leave it'
- 08 MAR:** ALUMNI HOSTED EVENT | SPECIAL EVENT | International Women's Day 2018
- 08 MAR:** ALUMNI PROFESSIONAL INTEREST GROUP EVENT | LECTURE | Challenges and Opportunities for West Midlands in 2018

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	+

Career Management Online Module

– Student access

The screenshot displays the Warwick Business School website's navigation menu with 'Careers' highlighted. A red arrow points from the 'Careers' link to a list of job opportunities, including 'Amazon MBA Pathways programme - Operations', 'European Commercial Graduate Scheme', 'Want to join Sopra Steria's graduate programme for 2016?', and 'Careers at Nestlé event'. A red box with the text 'Also found here:' has an arrow pointing to a purple banner titled 'YOUR CAREER MANAGEMENT' which includes a 'CLICK HERE' button and a list of resources such as 'PERSONAL VALUES', 'CAREER PLANNING', 'BUSINESS MODEL & YOU', 'MAPPING YOUR CAREER', 'MARKETING YOURSELF', 'NETWORKING', and 'CAREER TRANSITIONS ... AND MORE'.

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

THURSDAY

- Amazon MBA Pathways programme - Operations 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

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.

YOUR CAREER MANAGEMENT

CLICK HERE

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

WBS Alumni Directory and Networks

WBS Directory

EXPLORE OUR NETWORK

Your Alumni Profile



ARE YOUR DETAILS UP TO DATE?



WARWICK
ALL WARWICK ALUMNI

WARWICK
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WARWICK
ALL WARWICK ALUMNI

Search the Directory

Search and browse by graduation year, course, company or organisation, location and much more.

23,000+ Alumni 140+ Countries



Careers

RECRUITMENT, ADVICE & SUPPORT



Access services to enhance your career

Career consultations • Self-assessment tests • Information & online resources

Mentoring Programme

SHARING EXPERIENCE



Professional Development for Alumni

Find out more about our award-winning mentoring programme.

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How do I edit my profile? • How do I request a replacement certificate or transcript? • How do I opt-out of the directory? • How do I sign-up for an event?

Searching the WBS Alumni Directory

Search Directory 

Search by name, job, company...

HSBC 

Search for:

Everyone ▾

Year of Graduation

Any Year ▾

Qualification

All Qualifications ▾


Course

All Courses ▾

Profession

All Professions ▾


Country

CHINA ▾ 
















City

All Cities ▾

[Update Results >](#)

 **Looking for Staff?**
Please see the [Staff Directory >](#)

Result Grid ▾ 15 per page ▾ Sort ▾ 38 People Found

<p>Xing Fang <small>BSc '08</small> </p> <p>Banker HSBC SHANGHAI, CHINA</p>	<p>Jie Yang <small>BSc '09</small> </p> <p>RBWM HSBC XIANGFAN, CHINA</p>	<p>Chris Chung <small>MBA '91</small> </p> <p>HSBC HONG KONG, CHINA</p>
<p>Dingyang Ke <small>BBA '09</small> </p> <p>Accounting Intern HSBC XIAMEN, CHINA</p>	<p>Tongwen Yang <small>BSc '12</small> </p> <p>Management Associate HSBC SHYAN, CHINA</p>	<p>Lily Tang <small>MBA '06</small> </p> <p>Senior IT Officer HSBC HONG KONG, CHINA</p>
<p>Cynthia Li <small>MBA '04</small> </p> <p>Senior Audit Manager HSBC HONG KONG, CHINA</p>	<p>Maisie Chau <small>MBA '02</small> </p> <p>Senior Development Manager HSBC HONG KONG, CHINA</p>	<p>Danish Qureshi <small>BSc '03</small> </p> <p>VP, Relationship Manager HSBC HONG KONG, CHINA</p>
<p>Vivian Poon <small>BSc '08</small> </p> <p>Relationship Manager HSBC Group HONG KONG, CHINA</p>	<p>Gareth Hewett <small>MBA '09</small> </p> <p>Regional Head News Asia HSBC HONG KONG, CHINA</p>	<p>Lawrence Chan <small>MBA '91</small> </p> <p>Underwriting Manager HSBC Insurance HONG KONG, CHINA</p>
<p>Clement Lee <small>BSc '07</small> </p> <p>Graduate Scheme HSBC (UK) HONG KONG, CHINA</p>	<p>Stefanie Yang <small>BSc '08</small> </p> <p>Banker Development Programme HSBC FUZHOU, CHINA</p>	<p>Vivien Lee <small>BSc '03</small> </p> <p>Vice President HSBC HONG KONG, CHINA</p>

[« Prev](#) [1](#) [2](#) [3](#) [Next »](#)

Searching the WBS Alumni Directory

15&v=p Suggested Sites Virgin Media Sign In University Intranet Windows Live Hotmail Web Slice Gallery

Year of Graduation

Any Year ▾

Qualification

All Qualifications ▾


Course

All Courses ▾

Profession

All Professions ▾

Country

CHINA ▾ 

City

All Cities ▾

Update Results »

Stefanie Yang

NAME:

Stefanie Yang

LOCATION:

FUZHOU, CHINA

CURRENTLY:

Banker Development Programme, HSBC

QUALIFICATIONS:

- MSc Finance 2010 University of Warwick

BIO:

Stefanie Yang hasn't written anything yet.

CONTACT:

PERSONAL EMAIL:

stefanie910@gmail.com

BUSINESS EMAIL:

msf10by@mail.wbs.ac.uk



2010 MSc

Lily Tang

MBA '96

Senior IT Officer

HSBC

HONG KONG, CHINA

Danish Qureshi

MSc '03

VP, Relationship Manager

HSBC

HONG KONG, CHINA

NOTE: changes are NOT currently linked to your mentor profile (atm), any changes please keep us also informed OR we can feed your changes to the central team *eg: change of email address / updated position*

Please Note: We place a huge importance on the careful management of



Looking for Staff?

Please see the [Staff Directory](#) »

Network - support



The University of Warwick mywbs

Search

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[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




WBS Mentoring Programme - Mentor Area



The Mentoring Programme team is keen to keep participants informed and to provide as much support as possible. The new **WBS Mentor area**, is a trial area where we will keep in one place mentor newsletters (*to replace the previous group skype discussions*).


However, it is important to point out that the main [WBS alumni website](#) is an important resource, too. It is where you can set-up/amend an alumni profile, access exclusive alumni resources, stay in touch with other alumni (*the alumni directory is absolutely worth a look!*) and the [WBS Mentoring](#)  webpage is also located there, too.

The WBS Alumni website offers *exclusive material* for WBS alumni, and therefore it naturally requires you to log in to this special area. Logging in is **much less complicated** than you may realise! If you have **forgotten how to log in**, ask us or **take a look at "How to access the WBS Alumni webpages"** . The only thing you need is your alumni number and date of birth. Any problems you can contact the careers office to find out (email: careersplus@wbs.ac.uk)

Donna Curtis

Mentoring Programme Officer

Links

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





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- [Mentor - Newsfeed](#)
- [Mentoring Resources](#)



Mentor Area – CPD area

Text only | Sign in

WARWICK

Search Warwick



Warwick Business School

Central services

WBS CareersPlus & Corporate Relations ▶ CareersPlus ▶ WBS Mentoring ▶ WBS Mentoring Programme - Mentor Area ▶ CPD

WBS Mentor CPD

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](#)
- [Mentor - Newsfeed](#)
- [Mentoring Resources](#)

Upcoming webinars:

SPOTLIGHT RESOURCE:

Mentor Area – CPD resources

WBS CareersPlus & Corporate Relations ▶ CareersPlus ▶ WBS Mentoring ▶ WBS Mentoring Programme - Mentor Area ▶ CPD

Previous webinar recordings:

2016 webinar series:

1. Bob Thomson: [Difficult conversations](#)
2. Bob Thomson: [Dealing with Emotions](#)
3. Bob Thomson: [Dealing with Conflict](#)
4. Sarah Jackson: [Self-awareness, psychometrics: when and what to use](#)

2017 webinar series:

1. Bob Thomson: [Tools for Mentoring Conversations \(part one\)](#)
2. Bob Thomson: [Tools for Mentoring Conversations \(part two\)](#)
3. Sarah Jackson: [Tips to help your mentee identify their Career Sweet Spot](#)

Special Exclusive Access:



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

'Working in Consulting'

[Preparing for Case Interviews](#)

CPD reporting template:

 [word format](#)

 [excel format](#)

We recommend using the WBS self-reporting template to record any CPD undertaken relating to mentoring. You do not need to submit this to WBS, but we may ask to see it if necessary.

Using wbsLive:

[wbsLive information](#)

If you haven't used wbsLive before, we suggest that you go to the link above for instructions on how to use

Mentor Area – DLMBA access

WBS CareersPlus & Corporate Relations ▶ CareersPlus ▶ WBS Mentoring ▶ WBS Mentoring Programme - Mentor Area ▶ CPD

Previous webinar recordings:

2016 webinar series:

1. Bob Thomson: [Difficult conversations](#)
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Resources for WBS Mentors

Induction Day Support Documents

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

- [Mentor MoA - 2018](#)
- [Mentee MoU - as referenced in MoA](#)
- [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

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

Any queries or concerns?
Please get in touch.

[Donna Curtis](#)

Mentor Area - news

WARWICK

Warwick Business School

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Central services

WBS CareersPlus & Corporate Relations ▶ CareersPlus ▶ WBS Mentoring ▶ WBS Mentoring Programme - Mentor Area ▶ **Mentor Newsfeed**

WBS Mentoring Programme Newsfeed

[Snapshot Survey 2018](#)



As part of our desire to continually learn and improve the WBS mentoring programme, every year we ask our mentees for real and constructive feedback about their experiences of their mentors and the programme in general. These are the results!

Thu 25 October 2018, 17:29

[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, 17:17

Links

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

Any queries or concerns?

Please get in touch.

[Donna Curtis](#)

Mentor Area – news ... RSS it!

CareersPlus@wbs.ac.uk

[Peter Summerfield and Don Barratt honoured at WBS Staff Awards evening](#)

We are thrilled to recognise and award both Peter and Don a special CORE award for Alumni Engagement at the WBS staff awards this week. It was a wonderful evening to recognise staff for their outstanding contribution and this year for the first time, WBS wanted to acknowledge the tremendous volunteering effort over a number of years from both Don and Peter.

Thu 12 July 2018, 12:39

[2018 Mentoring Programme – launched](#)

A very big warm welcome to the NEW additions to the WBS Mentoring Community

Following recent inductions, we are delighted to welcome the new mentees and mentors onto the 2018 Mentoring Programme.

Thu 12 July 2018, 12:38

[Spotlight careers item: Careers advice: Top ten interview tips](#)



What puts one good interviewee above another? Careers Coach, Donna Walker, shares her top ten tips to help you stand out in an interview and secure the job.

For top ten tips go to: <https://www.wbs.ac.uk/blogs/staff/careers-advice-top-ten-interview-tips/>

Thu 12 July 2018, 12:37

[Older news](#)

 [RSS feed](#)



[@warwickBschool on Twitter](#)

WBS



RT @businessbecause:
[@WarwickBSchool](#) #EMBA grad Paul Ranson never thought behavioral science would help his #Airbnb business, but electives...


Today, 2:11pm

 Reply  Retweet  Favorite

RT
[@UEA_Economics](#): "So did you do anything nice this weekend?" is always an interesting question in the Economics Office! Our very own Prof...

Today, 2:11pm

 Reply  Retweet  Favorite

RT
[@businessbecause](#): How's this for #MondayMotivation?  The #LeadershipPlus module at [@WarwickBSchool](#) is teaching students everything abo...

Yesterday, 5:15pm

Share Experiences

“Tips on how best to approach and sustain remote mentoring”

- Share/email relevant interesting articles/news items to keep lines of communications open
- Have informal discussions at the beginning of the conversation

Some mentors shared:-

- Set meetings at the end of the previous session
- Alternatively, set regular meetings – eg; an hour session every 2 weeks.
- Often, remote mentoring works for both parties, given time pressures
- Have a structure to the call/session

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

Share Experiences – remote mentoring



C.2 Specific Mentoring Challenges

C2.1 Mentoring at a distance

Due to the Geographical spread of WBS mentors and mentees it is likely that many mentoring relationships will, at some point, take place at a distance. In an ideal world it is preferable that mentor and mentee do manage to meet face to face, at least for their initial session but in many instances this is not possible or practical.

This section of the toolkit gives some general guidance on distance mentoring/mentoring those from a different culture to your own. It then goes on to consider the various tools/mediums available to support mentoring at a distance. Finally, some specific guidance on mentoring by call/skype is also provided

General Guidance

Based on the experience of a number of our experienced mentors some of the following observations may be of help to those mentors who are mentoring someone for the first time from a different country, cultural or religious background:

- Ask the mentee to share something about their life and culture with you.
- Respond softly in response, to bring you into the relationship. The emphasis should be more about you as a mentor and perhaps less about your personal achievements in life.
- Respect confidentiality.
- Establishing bridges to cross cultural divides may take time and patience.
- Research the country and culture prior to making contact with your mentee.
- Having common values or interests can be a link between one culture and another. A good example of this is the following quote from the renowned Hindu Guru, Pramukh Swami Maharaj:
“In the Joy of Others, Lies Our Own; In the Progress of Others, Rests Our Own...”
- Be aware of the generation gap and working across different cultures. The thoughts and values of someone in their 20s may be different from someone in

Mentee Specific – setting an agenda

“How best to encourage your mentee to set an agenda”

- Take action points from the last meeting, to form the basis for the next discussion
- Ask for a list of 3 or 5 discussion points, the day before you meet but do not worry if the mentee does not do it. Try a few times and if it is not there thing, ask what they wish to discuss – see below.
- Mix of approaches;
 - some mentors, preferred to have an informal chat, then ask, what do you wish to cover/discuss today?
 - Others found a structured approach helped to focus

NOTE

- Whilst we advocate a non-directive approach to conversations, the structure of the session requires a mentor to be more directive

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

Mentee Specific

“What does my mentee do that is helpful”

- Sends me a meeting request, once we have decided upon a date/time
- Ask for a list of 3 or 5 discussion points, the day before you meet but do not worry if the mentee does not do it. Try a few times and if it is not there thing, ask what they wish to discuss – see below.
- Mix of approaches;
 - some mentors, preferred to have an informal chat, then ask, what do you wish to cover/discuss today?
 - Others found a structured approach helped to focus

NOTE

- Whilst we advocate a non-directive approach to conversations, the structure of the session requires a mentor to be more directive

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

Mentee Specific

“Creative ways you have found helps mentees to broaden thinking or help unpick their concern”

- Drawing pictures
- Reflective writing
- Pick up areas where a mentee feels more emotional and play back to them
- Viewing from a different perspective – putting themselves in the shoes of others, to view what things really look like.
 - The empty chair exercise can really work

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

Creative ways to help your mentee

The DLMBA module includes:-

- ⦿ Empty chair
- ⦿ Rich Pictures
- ⦿ Reflective Writing
- ⦿ Scaling
- ⦿ Metaphor

Useful Links

- Mentor Area - <https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentor-area/>
- Mentoring online modules – DLMBA:-
[https://my.wbslx.com/\\$/\\$\\$/event/lx/course/95812/series/542645/](https://my.wbslx.com/$/$$/event/lx/course/95812/series/542645/)
- Online Career Management Tool – created by industry experts
<https://my.wbs.ac.uk/go/career-management>
- Professional networks <http://www.wbs.ac.uk/about/networks/professional/>
- CareersPlus shop to access self-assessment tools
<http://www.wbs.ac.uk/shop/careersplus>
- Access to Alumni site within my.wbs <http://www.wbs.ac.uk/about/alumni/>

“How to access the alumni website”:
https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/mentor-area/2016-11-07_accessing_the_new_wbs_alumni_website.pdf
- Ask Warwick Alumni – link circulated to recent grads:- <http://www.warwickgrad.net/>

Donna Curtis

Mentoring Programme Officer

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

Tel: +44 (0)24 7615 0371

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

Important Dates – for 2019

© Induction Day : **Monday 10th June 2019**

Please give us your feedback...

https://wbs.qualtrics.com/jfe/form/SV_4G9PKSwRxhSMUux