



Warwick
Business
School

WBS Global Mentoring Programme Pre-Induction 2022/24

*Programme Responsibilities and
How you can help!*

Donna Curtis
Global Mentoring Programme Manager



WBS Mentoring Steering Committee



Andrew Leach
Co-Chair



Sanjiv Patel
Co-Chair



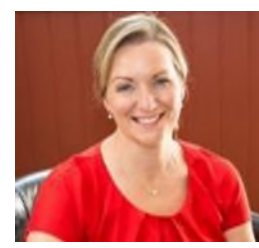
Penny Thorpe
Steering Committee



Claire Scott-Bardwell
Steering Committee



Gary Lloyd
Steering Committee



Sally Learoyd
Steering Committee



Sarah Jackson
Steering Committee



Nupur Gadkari
Steering Committee



Arwen Wilcock
Steering Committee



Asheeka Hyde
Mentee Representative



Daniele Todaro
Mentee Representative



Sarah Pymm
Director of Global Alumni
Engagement



Donna Curtis
Mentoring Programme
Manager

WBS Global Mentoring Programme



Mentoring is about one person helping another to achieve something that is important to them.

It is about giving help and support in a manner that the recipient will appreciate and that will **empower them to move forward**.

It is also about creating an **informal** and **confidential** environment in which they **feel encouraged** to explore their hopes and concerns.

The WBS Mentoring Programme is available to enable students and alumni of WBS to benefit from the experience of alumni.

It also enables alumni to continue their relationship with WBS and other alumni.

WBS Global Mentoring Programme

Vision

To be the leading global volunteer mentoring programme, committed to empowering students and alumni to help unleash their full potential.

Mission

To provide unbiased and confidential mentoring to WBS students and alumni, from volunteer, experienced alumni.

WBS Global Mentoring Programme



Over 10 Years of Achievements

- Helped **over 1,200 mentees**
- Supported by over 250 WBS Mentors
- Celebrated **over 10 years** of Global Mentoring
- Over **30 different** nationalities from 2022 Programme
- Year on year, **over 90% of mentees** would recommend the scheme
- Globally **connects** the WBS communities



Re-accredited in 2022

Accredited since 2016 ...



INVESTORS
IN PEOPLE

TJ Awards
2013

Bronze Finalist

2022 WBS Global Mentoring Programme

Facts:

- 83 mentees joined the 2021 scheme, supported by 83 mentors
- With **240 WBS Mentors** overall
- With 2021, this brings the total of **WBS Mentees to 195** (both 2021 and 2022 Programme)
- Overall the 2022 scheme will have reached a total number of mentees supported, **to well over 1200**, since its beginning!!
- Global reach with **hubs in Singapore, India** and plans for more
- 2022 WBS Global Mentoring Programme **finishes June 2024**



WBS Mentor - Support

- Continued Professional/Personal Development, [available for all WBS Mentors](#); Webinars, Face-to-face and online materials
- WBS Mentors requested to keep [an individual record of CPD activity](#) (form within Mentor Online Area)
- [Mentoring Online Toolkit](#)
- Special Access to [DLMBA – Coaching/Mentoring module](#)
- [Career Management Module](#)
FREE online course, created by industry experts, **available for all WBS students and alumni** (therefore, mentees too)
- Does your [mentee need specific support](#)? Perhaps geographical or sector experience? Mentors can call on fellow WBS Mentors, Steering members or WBS, to help with mentee issues. Contact mentoring@wbs.ac.uk or donna.curtis@wbs.ac.uk to seek support



Remember


- WBS Mentors volunteer their expertise and commit their time



Mentee/Mentor: Contact Programme Responsibilities

- It is the **mentees responsibility** to maintain contact and set meetings
- HOWEVER... if contact has gone quiet, we ask **WBS Mentors to reach out** to their Mentee, to check all is ok.
- Do not be surprised, if/when **mentors send gentle reminders**, to encourage focus.





Keep an open mind; it's the
only way new things can get in.

Colleen Hoover

quote fancy

How can you help?

- Keep an [open mind](#); avoid snap judgements ... on who you're matched with ...
- Have [three proper](#) interactions/sessions before making a conclusion



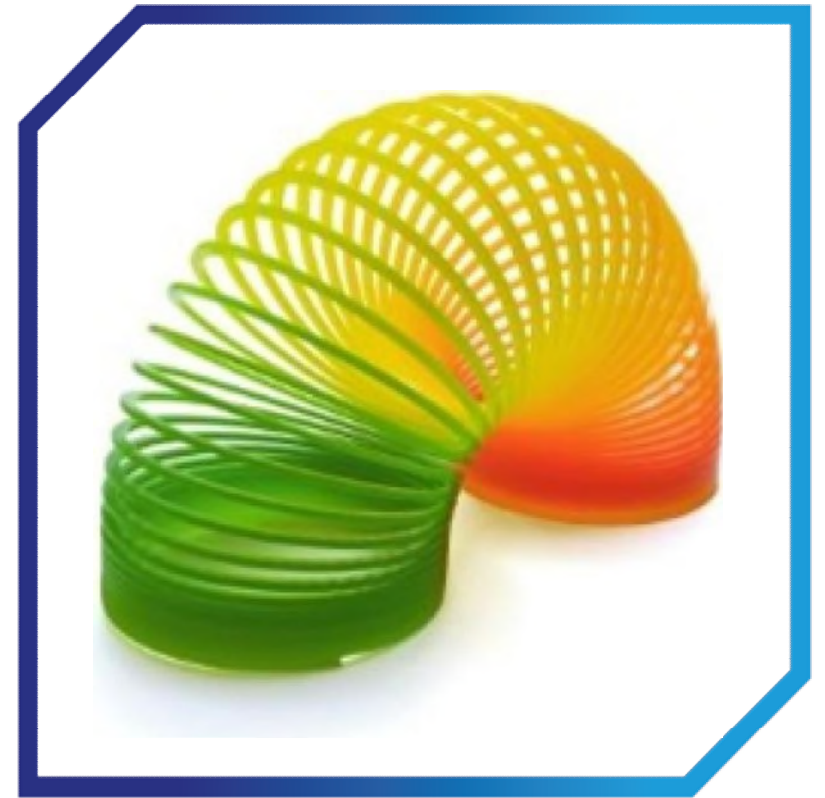
Time: Expectations

- Establishing a relationship takes time
- Recommend at least 2 x Face to face interventions **during first 3 months** (*for most this will be virtually, due to restrictions*)
- On average expect **2 hours contact time** per month, this is over the course of two-years.
- Recommend to plan and book a **1hr session per month** (ideally, for first 3 months)
- Mentor's should respond within 2-3 days



Mentees: How can you help?

- Be **flexible when fitting** in mentoring sessions.
- Be **prepared to make time** for sessions during the day, evening or perhaps the weekend!
- Be **prepared for meetings**, set agendas/discussion points, forward follow-up meeting notes to mentors via email.
- Consider before each meeting; **“What do I want to achieve from this session?”**
- Be **open and honest** – don’t hide difficult times ...



Mentees & Mentors: How can you each help?

- Agree a plan/Contracting; **establish ground rules** early and revisit at least after 12 months ... we **recommend every 6 months**.
- Discuss **who will set-up sessions**, when, how often, for how long etc?
- What **type of mentoring sessions** will you have? In person (Covid-19 restrictions permitting), via Zoom, Teams, skype (or similar) or audio calls?
- What **happens if you do not get a response**? Is it ok, to text, email or WhatsApp to check on response? If so, after what period?



Mentees & Mentors: How can you help?

- Discuss openly, **communication styles** and **how feedback is given/taken!**
- Session feedback: we encourage **WBS Mentors** to periodically ask **for feedback on their session(s)**:
 - a) Each session find out what one/two thing(s) did you get from this session?

In the beginning and periodically check:-

- b) What would you like more of?
- c) What would you like less of?

NB: Mentee's help you WBS Mentor to shape sessions to fit with you both.



Important. WBS Mentors ...

- Are NOT recruitment consultants
- Are NOT providers of a little 'black book' (a network) of contacts
- Are NOT an introductory service
- CANNOT invest in your businesses or employ you



Need help or support?



We can't fix or help,
if we do NOT know about it!

Issues notify

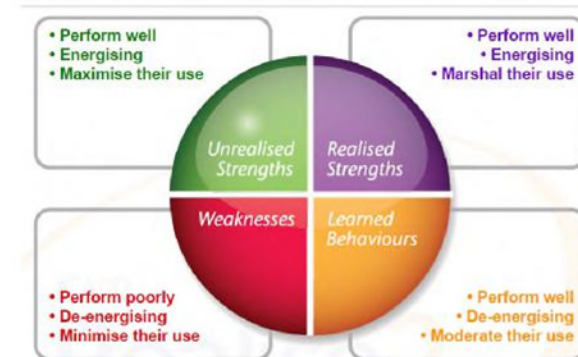
donna.curtis@wbs.ac.uk

or +44 (0) 24 7615 0371

Or mentoring@wbs.ac.uk



WBS help: Careers resources



Strengths Profiler **Insights** *tailoring*
your communication

WBS help: Online Career Management Module

The screenshot shows the WBS Careers Online website interface. At the top, there are two dark grey navigation buttons: 'Latest News & Updates' with a magnifying glass icon and 'Events & Opportunities' with a calendar icon. Below these is a white banner for 'WBS Careers Online' with the text 'Find opportunities + manage your profile, cv and applications online'. The main content area features a graphic of a woman and trees on the left, and text on the right stating: '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.' To the right of the main content is a purple sidebar titled 'YOUR CAREER MANAGEMENT' with a 'CLICK HERE' button. Below the button is a list of resources including: PERSONAL VALUES, CAREER PLANNING, BUSINESS MODEL & YOU, MAPPING YOUR CAREER, MARKETING YOURSELF, NETWORKING, CAREER TRANSITIONS, and ... AND MORE. The sidebar also features a circular diagram with segments labeled: Rules of work, Global environments, Values & motivations, Strengths & Skills, Business Model You, Career support, Career Links, and Career paths.

<https://my.wbs.ac.uk/go/career-management>

Stay connected



Exclusive network group for Mentees; and separately for Mentors

Invitations sent **after ALL inductions** are complete



Mentor / Mentee Online Area



Help us: Keep us informed

- Annual Survey
- Ad-hoc surveys (*emailed and/or by phone*)
- Quarterly snapshots (*mentees only*)
NB: 2022, non-respondents will be contacted individually
- Post programme feedback – 6 months after programme completion





First Interaction: Outcome




- Get to know one another; find a common interest, share business backgrounds
- Mentee's consider sharing your CV
- Set your next meeting date

Mentoring Session Templates

Click document
to [download a document copy](#)




wbs
WARWICK BUSINESS SCHOOL
UNIVERSITY OF WARWICK

Mentee meeting objectives and outcomes

Date: _____

Objectives:

Outcomes:

WBS Mentoring Programme | my.wbs.ac.uk/zo/mentoring | +44 (0)24 7652 4306

Relationship Connection

- Formal relationship connection email – sent to all One email is sent to both the mentee and the mentor
- Connection email contains, a **contact plan**, session template, **resource links** and your mentor/mentee profiles
- This is emailed out after your induction OR after your matched partners induction date.

(refer to mentor/mentee dates provided in your confirmed match email)



How can you help?



Donna Curtis

Global Mentoring Programme Manager

donna.curtis@wbs.ac.uk

mentoring@wbs.ac.uk

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