

**What is the WBS Global Mentoring Programme?**

The WBS Global Mentoring Programme is a two-year programme aimed exclusively to support students and alumni of WBS, utilising the wealth of highly experienced volunteers from Warwick Business School's alumni community to help grow and develop the next generation. It offers one to one, confidential and unbiased support to help mentees develop their career, skills and experience. The programme itself is a volunteer-led programme overseen by the WBS Mentoring Steering Committee, which is comprised of WBS Mentor volunteers and two mentee representatives posts (also volunteers). To ensure the quality of the scheme, both potential mentors and mentees apply to join. To view the current list of steering committee members go to [WBS Global Mentoring Programme](#). Note this is a logged in area, you may need your Alumni no and DOB to reset access).

**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

**CORE Values:**

- **C**urious - questioning, non-judgemental;
- **O**penness - unbiased, voluntary;
- **R**estless - challenging, self-development, passionate;
- **E**xcellence – quality, integrity, confidential.

**WBS Global Mentoring Definition**

Mentoring (and coaching) can mean different things to different individuals. For the purpose of the WBS Global Mentoring Programme, this is what we officially define as mentoring:

*“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 Global 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.”*

## **Who are the mentees?**

- Mentees all have WBS in common. They are either WBS alumni or students
- Whilst open to all student types, postgraduate (MBA) students are most attracted to the scheme and make up the majority of Mentees
- Recent graduates (alumni) also apply, as do a small number of undergrads and masters students
- The average age of mentees is 36
- Most mentees, who are students, are nearing the end of their studies and wanting to put what they've learnt into practice, often keen to make a change in their career.
- Each mentee is unique although each have a common thread to improve their career. This can be from within their existing role through to changing sector/industry, job function and/or geographical location.

## **How many mentees and mentors are on a programme?**

- Each year the programme roughly recruits 100 mentees
- Currently there are approx. 240 WBS Mentors within our matching pool for the programme.
- WBS Mentors come from a cross section of job functions and industries
- The programme has inducted over 1,300 mentees since the beginning.

## **WBS Mentoring Video with current mentor and mentee - <https://youtu.be/n0la-P6Pzb8>**

## **Do mentees pay to join the programme?**

Mentees pay a "one-off" fee to cover costs for the self-funded alumni-led programme. This also helps to place a value on the programme, too.

## **How long has the WBS Mentoring programme been in operation?**

The programme was piloted in 2009, then started fully in 2010.

## **External Recognition: Award Winning**

The programme first gained IiP (Investors in People) accreditation in February 2016 and has retained this since then. The IiP Accreditation, is awarded for the support and development of its WBS Mentors. It was also nationally recognised in 2013, winning the Bronze Award for Best Mentoring Programme at the TJ Awards.

## **What commitment is expected from WBS Mentors on the programme?**

On average 2-3 hours per month contact with mentees is expected over the course of the two-year programme. Contact over the programme is typically via telephone, peppered with face-to-face interactions. We recommend that all mentors meet their mentee face to face (or virtual video calls) at the beginning, then periodically arrange face-to-face meetings where possible throughout the two years.

Where geography makes a face-to-face meeting challenging, virtual meetings are common place; using Zoom, WhatsApp video etc. Contact methods are to be agreed between the mentee and mentor, dependent on the nature of objectives and location factors. We explain more at the programme's induction.

## **Are mentors paid?**

No. Mentors are not paid for their time or for expenses. It is completely voluntary and impartial.

## **Becoming a WBS Mentor – recruitment commitment**

1. Complete an online application form
2. Speak to a member of the WBS Mentoring Steering Committee
3. Book and participate in a Professional Development Workshop\* – or if already qualified with an ILM (Institute of Leadership and Management) a Level 5 Diploma or its equivalent, speak to the team separately, where we can explain the options for you. Most qualified enjoy reviewing their learning.

\*Professional Development Workshops available remotely or face to face at Warwick (see below)

4. After completing the workshop and subject to acceptance, applicants are accepted into the WBS Mentoring pool of mentors
5. The final piece to become a full WBS Mentor, is to complete the Mentoring Programme Induction day, face-to-face or remotely. See notes below about induction.

Once new mentors have attended an induction day, it is not necessary to attend future inductions. We do recommend that mentors meet their subsequent mentee at our face-to-face inductions.

## **Matching**

WBS offers a matching service for participants on the programme. The matching criteria looks at the mentee's next career steps, organisational type (e.g. SME vs multinational) as well as aims, motivations and career objectives to align them with a mentor. It is not necessarily based on location, nor are mentors and mentees matched on academic background or just because they are in the same industry sector.

The information provided by mentor applicants, is used to help with the matching process. It also creates a mentor profile shared with your matched mentee at the face-to-face induction or following a remote induction.

Mentors will also have the opportunity to choose mentees by looking through a depersonalised list of mentee profiles, with all identifying factors removed, such as name, location, gender, age or any other name-related references (e.g.: employer name etc). This is to protect a mentee's identity and allow them to share honestly why they wish to leave their current organisation or their next steps. It avoids conflict, too.

The programme has an over 90% matching success rate and robust escalation and support measures in place.

## **Can I find out who my mentee is prior to induction?**

No. The matching process is a very carefully considered process that requires time and due care. As a mentor, you do have the option to choose your mentee (as above) but both mentors and mentees will learn who they are matched with, either during the face-to-face induction or after their remote induction **and not before**. This process has proved by far the most beneficial for all involved.

## **When do I learn about my mentee?**

All mentors will discover who their mentee with, at or after their mentee induction. At which point, the mentee profile, based on their application that includes their aims and goals, is shared.

## What are the mentee responsibilities?

It is the mentee's responsibility to drive the relationship by setting the agenda, arranging sessions and note taking. Programme expectations are fully explained at the induction session to both mentors and mentees.

## Do I need to attend an induction?

All new mentors must attend their first programme induction. Going forward, there is no need to attend the full induction session but we invite mentors to meet their mentee for a period at the end of the day. This means joining part-way through the induction, either at the face-to-face or a remote session.

## Why must I attend an induction?

The primary reason for the induction is to provide all mentees and new mentors with the necessary tools to begin their relationship and how to be effective in their roles. The session will share frameworks and best practice. It will cover; expectations, commitments, contact plans, escalation routes, available support tools and overall programme processes.

We also regularly have groups of existing WBS Mentors attend an induction, to refresh, review and reconnect with fellow mentors.

## Application process: Professional Development Workshops "Mentor Training"

Applicants can choose either a full day face-to-face workshop (number dependent) or the remote option, via wbsLive. The workshops are all fully interactive, whether face-to-face or online. The feedback we have received is tremendous, with 100% recommending the workshops. Please note that the face-to-face session places are limited and are offered on a first come, first served basis.

There are usually 3 x workshop date options (details below). We typically operate workshops during January/February/March. We notify new mentors as soon as the dates become available.

We will ask you to confirm your date preferences at the application stage and after your telephone interview, we will arrange to secure and confirm your preferred date.

**FACE TO FACE:** The full one-day workshop, delivered by Prof. Bob Thomson, is based on his DLMBA Coaching module.

- Dates for 2020 programme TBC *(depending on numbers typically 1 x face-to-face in early January and another in late February – when numbers support we try to have a session in London and Coventry)*

**OR JOIN ... A REMOTE SESSION:** The remote process consists of online tutorials and activities using an elective DLMBA module for coaching (approx. 3hours altogether). Once complete, all mentors are then required to attend a 2-hour online session using wbsLive and then submit a 500 word reflective piece.

Mandatory Online Session – This session let applicants put what they've learnt into practice from their individual online learning. *(sessions are interactive and therefore require a camera and microphone)*

- Dates for 2020 programme TBC *(time slots typically are 12.00 – 14.00 OR 17.00 – 19.00)*

*\*All workshop times are UK/London local time (GMT). Applicants*

## What are the WBS Mentor benefits?

- Access to on-going personal development – this includes free access to Professor Bob Thomson’s DLMBA coaching/mentoring module, as well as webinars and other self-learning
- Invites to workshops, events and webinars, often free or at reduced prices
- Exclusive mentoring programme networking events with guest speakers, such as “Cultural Awareness” speaker event, held at The Shard
- Opportunities to broaden professional networks
- Strengthen your own skills
- Supports/promotes corporate social responsibility
- Two-way learning from mentees - this has been a happy by-product of the mentoring programme and one that current mentors enthuse about.

## Overview Programme Timeline

- January – New Mentor Applications, Professional Development Workshop
- January/February - Mentee Taster Sessions (*first stage of mentee application*)
- February - WBS Mentee Programme Applications open
- February/March – New Mentor Applicant, Professional Development Workshop
- March – Mentee acceptance and payment notification
- March/April – Select-a-Mentee (*from depersonalised list*)
- April/May – Matching period
- June – WBS Mentoring Programme Launch (*sometimes with remote sessions in early July*)
- October/November – Mentor Recruitment and applications
- November/December – New mentor applicant calls with Steering members

## What happens next?

To register your interest, email [mentoring@wbs.ac.uk](mailto:mentoring@wbs.ac.uk) to request the link to join and instructions provided.

When the application period opens, invites to apply will be sent to all those who have expressed and registered their interest. After the application closing date (subject to change) we will be in touch to arrange a telephone interview with a member of the WBS Mentoring Steering Committee.

## Questions?

If you have any questions before applying or about becoming a mentor please contact Donna Curtis either on 024 7615 0371 or [donna.curtis@wbs.ac.uk](mailto:donna.curtis@wbs.ac.uk), where we would be only too happy to help.

Also see:

- <https://www.wbs.ac.uk/alumni/mentoring-programme/>
- <https://my.wbs.ac.uk/go/mentoring> (sign-in space)