WARWICK BUSINESS SCHOOL
THE UNIVERSITY OF WARWICK

WBS Mentor Checklist - Recommendations

Connecting with your mentee:

1. Your mentee will be in touch within 7 days of the relationship connection email (sent to you both)
2. If you have not had an email within 7 days, please contact them, to arrange the first meeting
3. Then, if there is no contact within 14 days of the original connection email, inform WBS

Introductory email:

☐ Agree type of online video platform (or audio) to virtually meet face-to-face for the first time
☐ Whilst a session is typically one hour, be prepared that the first sessions might be longer. Therefore, consider making the first meeting slightly longer, session than usual meeting.
☐ First meeting should take place within two weeks of induction.
(NB. Although if holidays/study/work prevents this, let your mentor know that you can meet after xx)

☐ Consider asking for a copy of their CV or other background, to help build a professional picture.

Before your first session

☐ Read their WBS Mentee profile, LinkedIn profile and CV if forwarded to you.
☐ Identify areas of mutual interest to help build rapport in your relationship
☐ Familiarise yourself with and use the Induction Day Support documents, as appropriate
☐ Also refresh your memory on the resources available to you; go to the Mentor Online Area
☐ Be prepared to use templates and frameworks provided by WBS:-

1. Contracting/Boundaries Framework – remember you can adjust the labels to suit you both
2. How you wish to converse? – be prepared to share how you like to work together
3. Outcomes / Objectives – use this or as a guide, to help focus on what you want to achieve from each session (helpful for mentee or mentor)
4. Mentoring session template – framework to record session details and actions

First Session

☐ Take the lead and frame how mentoring sessions will work between you and your mentee both;
- how will you meet, when, how often, for how long
- who will set meeting, send agenda/discussion points and if so when?
- what happens if you have not received discussion points
- what happens if either party does not get a response from an email
- what happens if you need to postpone a meeting or study/life/work are too busy for sessions
- sending background material before a session
- what happens with actions points from sessions
- agree when you will review (we suggest every 6 months)

☐ Get to know your WBS Mentee. Finding common interests can help to build trust in the relationship
☐ Build in feedback into your sessions from the beginning, find out "What one, two or three things have you taken from today's session?"
☐ To help you shape sessions and to understand what works for you mentee, find out what your mentee would they like you to continue to do during a session and equally anything they would want less of?
☐ Book your next meeting / or even the next two-three meetings

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- ☐ Request a (short) summary of meeting with your mentor after the session, containing what was agreed and any actions from your discussion.
- ☐ Set-up a means to record your session notes (privately/securely) the discussions, the outcomes, the actions and any background information.

NB: Avoid – rushing to discuss issues during the first session. The first few sessions are primarily setting up how you will work and developing trust by getting to know one another.