



Regent's mentoring programme

A guide for mentors



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Welcome to Regent's Mentoring

Regent's Mentoring is a prestigious programme, connecting aspiring students with professional alumni and friends who have the sector expertise and experience to help them reach their career goals.

Thank you for joining the programme and your commitment to support the personal and professional development of our students. Mentoring is one of the main contributions our alumni and friends make to the delivery of a bespoke and exceptional student experience at Regent's.

This handbook sets out expectations for both our new and experienced mentors, and offers guidelines to help you in building a productive relationship with your mentees.

Without your generous contribution, this programme would not be possible. The knowledge and wealth of experience that you share will help to inspire future Regent's alumni and help them realise their professional aspirations. In turn, we hope you'll find the experience both enjoyable and rewarding.





Programme overview

Regent's Mentoring connects students with alumni and professionals to help nurture mentees as they take the next steps towards life after university.

As the mentor, you will be paired with a final-year undergraduate or master's student.

frequency and formality of the mentor-mentee partnership is at the discretion of each pairing.

Many students are uncertain about their career goals, and your experience and expertise can help them to progress, shape, and discover their career ambitions.

Each mentee is expected to take the initiative and drive their mentoring partnership with you. However, we hope each mentor-mentee pairing will over time develop their own dynamic partnership.

Before starting the programme, you will be asked to sign the Regent's Mentoring Agreement. However, the format,

How does it work?

- Regent's Mentoring is open to all final-year undergraduate, postgraduate and research students
- Applications for the programme open in the autumn term for the September intake of students, and in the spring term for the January intake
- The application process for students is challenging, competitive, and in itself provides an opportunity for them to develop their job application writing skills
- Mentors must submit a profile in order to be matched with a mentee
- If you are matched with a mentee, you will be invited to an e-meet with them.

Am I guaranteed a mentee?

Your time and support are very valuable. If we cannot pair you with a suitable mentee, there may be other informal ways in which you can support Regent's students. We will always try to maximise the impact of your volunteering.



Pre-programme

- Read this handbook
- Complete your mentor profile

Outcome and matching

- Outcome emailed to you
- Matching confirmation
- Mentee emails mentor

Initial meeting

- Introductions
- Goal setting
- Set up on-going schedule

Ongoing meetings

- Work on mentoring goals

End of programme

- Conduct final meeting
- Complete feedback

Application and matching

Regent's Mentoring is both a prestigious programme and a great developmental opportunity for participants.

All students complete an application form which includes questions about what they hope to achieve from the mentoring programme. This process encourages them to begin considering their objectives, any questions they have, and the mindset required to make the most of their mentorship.

In turn, all mentors are asked to complete a mentor profile as fully as possible. In order for us to match you with the most appropriate mentee, you should in particular focus on the skills and industries on which you can advise.

The information you share on your profile is for matching purposes only and will be used confidentially by the Alumni Relations team.

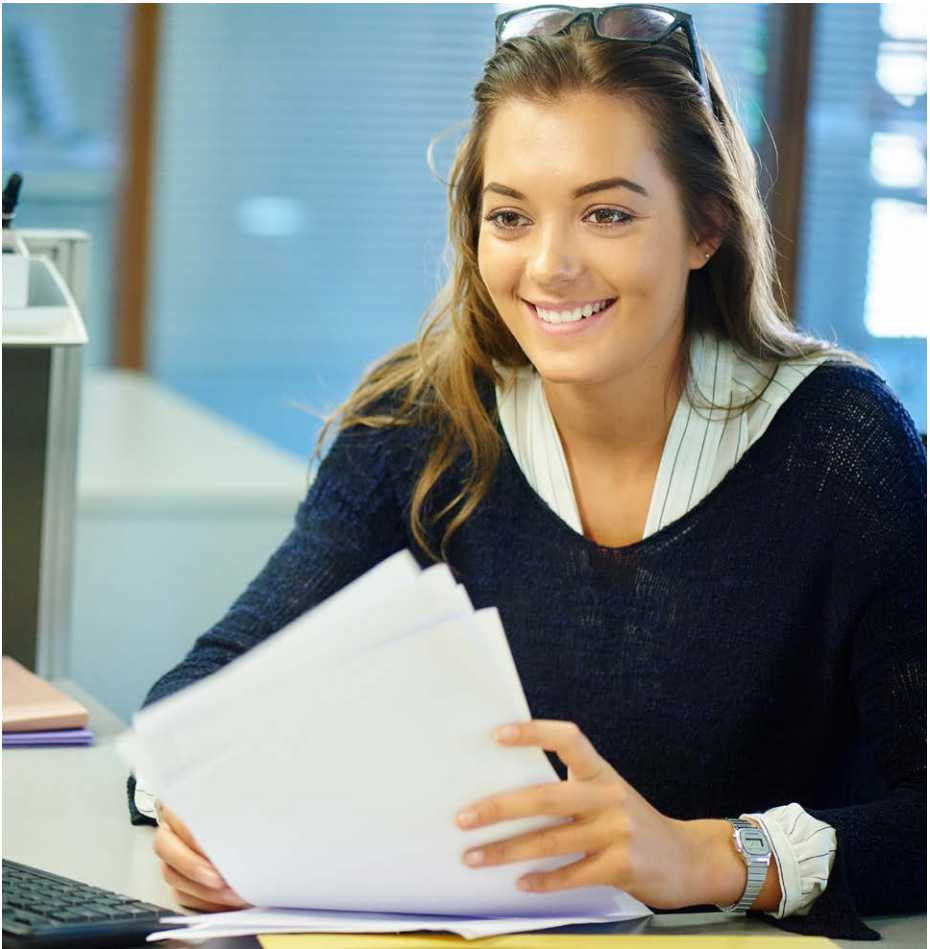
The mentor's role

Your role as mentor is to motivate and encourage your mentee to achieve their objectives and provide inspiration to achieve their goals after graduation. As a mentor, you should:

- Act as an impartial sounding board for your mentee's ideas and curiosity
- Try to understand your mentee's motivations and share your experiences in an encouraging way
- Challenge them on their perceptions of professions and careers, and offer 'real-world' insights
- Help to build their confidence
- Be mindful of any cultural sensitivities.

Please note: you are not obliged to share your network, find internships or graduate roles for your mentee. Of course, support in these areas is appreciated, but it is not the primary purpose or an expectation of the programme.





Essential qualities of a mentee

Regent's Mentoring should be driven by the student's initiative. We expect our mentees to:

- Familiarise themselves with the guidelines and attend any required preparation sessions
- Agree on a schedule and set of objectives with their mentor
- Respond to communications from their mentor in a timely manner – ideally within 48 hours
- Be punctual for all meetings with their mentor
- Ideally, give 48 hours' notice to their mentor if they are unable to attend, or need to reschedule a meeting
- Engage with, and complete the Regent's Mentoring programme in a professional and enthusiastic way.

Getting started



So that you know what to expect at your first meeting, here are some of the starter questions and talking points that we suggest to mentees to help get them in the right mindset.

- How do I build my plan or strategy to achieve my career goals/begin defining my career goals?
- Do I need to learn networking strategies?
- How can I gain work experience?
- Is there potential for me to take my career path away from the area of my degree?
- Is there a chance to job-shadow, visit a workplace, or attend an event to help gain experience?
- Other than my academic record, what traits do I have or need to work on in order to succeed?
- Should I research professionals before I meet them, and if so, how?

Through the mentor and mentee guides, and a rigorous application process, we are committed to ensuring your time is spent in a productive way. We give all mentees the following reminder:

Mentees: Please remember!

Regent's Mentoring is not a job-finding service. While you may discuss your CV or even find potential intern or graduate opportunities through your mentor, the scheme is about building a partnership with a professional who can provide guidance and advice on achieving your future career objectives. Regent's Careers Service can provide help and advice on your CV and support with finding a job.

Mentoring takes place online

As a result of restrictions imposed by Covid-19, and also to include mentors based around the world, the programme operates online.

It is up to you and your mentee to decide on the most suitable platforms to develop the partnership.

You can hold meetings on Zoom, Teams, Skype or Hangouts, with other interactions over email, WhatsApp, and LinkedIn.

If you are able to meet face-to-face, you can arrange to do so.

Being a good mentor

Sign your agreement

Both mentee and mentor must sign the Regent's Mentoring Agreement before starting the programme. This document is based on upholding and practising Regent's values, with the ultimate aim that all parties enjoy a rewarding and enriching experience.

Getting the most out of the programme

We hope both mentee and mentor benefit from the programme.

- It is an opportunity to talent spot
- You can grow your network by connecting with other mentors
- Give back and enjoy an enriching experience
- Gain insights into today's student/graduate mindset and working culture.



What if there's a problem?

As with all relationships, sometimes things don't work out. If you are experiencing concerns with your mentee for whatever reason, please contact the Alumni Volunteering Officer as soon as possible.

Highlighting any concerns early on gives us the opportunity to try and address problems and diffuse any difficulties.

If a suitable solution cannot be found, a mutual decision can be made to end the mentoring partnership early.

Please keep us informed about any concerns you may have – from mild to serious, including any worries about your mentee's health or safety.

Evaluation

To ensure the Regent's Mentoring programme continues to improve and provide a great value-added opportunity to future students, we will send you two feedback surveys to complete during the programme.

A mentor's perspective



Lara Khouri
BA Media Communications, 2000

A mentor isn't just an experienced alum who can help you achieve your career aspirations. We offer a friendship built on mutual respect and trust.

If you're considering having a mentor, take a moment to consider what you'll get out of the experience, the skills you'll gain and the impact it will have on your personal and professional development.

I've been mentoring for over 10 years and there will never be enough words to describe the honour, fulfilment, and pride that being a mentor brings to my life. The privilege comes from having someone trust me enough to share their aspirations, as well as their apprehensions and fears. With this honour comes a responsibility to the other person – a responsibility to their growth and professional development.

As a mentee, you should know that your mentor listens very carefully to

what you say and the ideas you share. I want to always be sure that I offer the most relevant guidance both in terms of what will help you achieve your goals by speaking to your strengths and, if appropriate, giving you the opportunity to build up your weaknesses.

Moreover, as we work on building on your strengths and developing your skills and knowledge, there is a sense of pride that comes with watching my mentees gain confidence in themselves – not just in their abilities but in their plans, hopes, and dreams.

My favourite part of the mentoring relationship is when the mentee begins to challenge my suggestions or the direction I'm taking with them. This happens because, over the duration of the mentoring partnership, the mentee has grown so much that they have developed the confidence and insight to start an engaging and constructive dialogue rather than simply following guidance.

Finally, these relationships, because they're founded on mutual trust and respect, can last well beyond the confines of the formal mentoring programme, and grow into true friendships. In fact, I've been friends with my very first mentee for about 10 years – way after we were mentor and mentee. Who couldn't do with more good friends in life?

Mentoring is most definitely one of the most rewarding journeys you can take, whether as a mentee or mentor, and I wholeheartedly recommend that students apply and alumni get involved!

A mentee's perspective



Chonpatu (Roong) Jaidee **MSc Psychology, 2018**

Mentoring is very personal, direct and broad and covers lots of areas that are often not reached via conventional teaching.

As a foreign student, I particularly benefited from being a mentee. It is quite challenging to study and live in a country with a totally different culture, language and style of study. My mentor inspired me by being a hard-working woman with a great attitude towards life and work. Not only did she become a role model to aspire to, she also became a friend to one, one who I truly felt I could talk. She has also helped me develop a lot of important soft skills that will benefit me throughout my future life, such as dealing with stress and achieving my goals.

To benefit most from this programme, you have to be open-minded, receptive and able to take the advice and suggestions of your mentor and apply them in practice. The teachers are there to help guide you through your subject area. The mentors will help guide you through your own ambitions and skills.

Regent's mentoring programme is a fantastic programme that not only helps you to adjust to life at university, but also develop crucial skills for the real working environment.



Programme support

Regent's Mentoring is an exciting and challenging opportunity for everyone involved. At all stages we want to ensure you feel supported, and know that help is always available.

The programme is managed by the Alumni team. For any questions or concerns you might have about Regent's Mentoring, please contact

 **Ben Walker**
Alumni Volunteering Officer
walkerb@regents.ac.uk

The Development & Alumni Relations team hope that you enjoy and benefit from this experience and that you will contact us if we can help in any way.

Please stay in touch and be sure to apply for your Alumni Access Card at alumni@regents.ac.uk or visit regents.ac.uk/alumni

Student Support & Wellbeing

For any other issues or support needs, please direct your mentee to Regent's Student Support & Wellbeing team. They can help with matters such as:

- Health and wellbeing
- Periods of absence from University
- Personal issues
- Budgeting and finance
- Referrals to counselling services
- Support for pregnant, new parent, and carer students

regents.ac.uk/student-support
hub@regents.ac.uk
+44 (0)20 7487 7667

'My mentor was incredible and brought a rare combination of agility, insights and technical expertise. To be nominated by such a highly respected person, and for an award that supports the female pipeline, is a huge honour.'



'One of the most valuable and effective development opportunities'

Vanessa graduated from Regent's in 2019 and has already been nominated for a UK Rising Star Award 2020.

The award focuses on the achievements of women below senior management and seeks to recognise the next generation of future female leaders.

Vanessa was nominated after taking part in Regent's mentorship programme. The scheme pairs students with relevant industry experts to provide valuable insights and career guidance.

'For me, the mentoring programme was one of the most valuable and effective development opportunities that helped me to identify and map out my career goals.'

Before joining Regent's, Vanessa worked in finance at UBS and a Singapore-based research firm partner for professional investors. She decided to undertake a MSc in finance as she believed it would help accelerate her financial career.

'I wanted to benefit from international opportunities and work across the globe as a management consultant, and I knew a master's degree in finance from a London university would facilitate such ends.'

She chose to study MSc Finance at Regent's because of its specialist pathway structure, careers service, valuable industry links and alumni networks.

'What I found unique about Regent's MSc programme is that the contents is similar to a classical finance masters but more focused on quantitative research and analytical aspects with the additional benefit of a tailored specialism.'

During her studies, Vanessa was also a student representative and helped trial a new CESIM business simulation platform, which will be offered to future postgraduate students at Regent's.

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