

Mentoring Programme

Information & Guidance

Collaborate. Support. Grow.



Connecting Alumni and Students

The UCEM mentoring programme enables alumni to share their industry experience and knowledge with current students.

Mentoring help students to study successfully and develop a better insight into their chosen sector.

Any current student or alumni can ask to participate in the service and we encourage you to contact us to discuss your individual needs.

Please contact us at careers@ucem.ac.uk to explore the opportunity. Mentoring is a system whereby experienced people help students make “significant transitions in knowledge, work or thinking” (Megginson & Clutterbuck, 1995).



Types of mentoring we facilitate



1 month mentoring

Useful for one-off queries such as research, or interview preparation.



3 month mentoring

Useful for supporting activities such as research projects, networking and understanding career paths and opportunities.



9 month mentoring

Aimed at those looking for a mentor as part of their career development plan.

Become a Mentor

Our mentors are found through our alumni network as we believe it is important for UCEM graduates to share their experience with a new generation of talent. Past mentees are specifically encouraged to become mentors as they have a deep understanding of the benefits of the service. If appropriate, students can also find their own mentor and participate in the programme using the support and expertise available.

Our students look for an industry perspective on a range of issues including how to progress within their sector, how to develop a network and insight into different specialisms. Students might also look for guidance on how to complete a research project.

Mentors are not expected to provide placements or work experience although you may choose to do so.

We understand that mentors lead busy lives and mentoring needs to fit with your work-life balance. We suggest mentors might invest up to two hours a month in the mentoring relationship. However, this will depend on you, and your mentee's, needs and commitments.

You will also be given the opportunity to specify which type of mentoring you wish to be involved in (**see page 3**). You will be asked to provide some information on your industry background, skills and experience so we can successfully match you with a mentee. Your information will be kept securely and will never be shared without your permission.

How can you be successful?

✓	Set clear expectations and goals with the mentee to ensure you can support them
✓	Establish a working relationship
✓	Find the correct communication tool for you
✓	Use effective questioning to gather facts, motivate, encourage and challenge
✓	Encourage the mentee to reflect on their challenges, situation and options
✓	Be confident in knowing your limitations
✓	Give feedback sensitively

Benefits for you



Help to bridge the Built Environment skills gap



Widen the pool of industry professionals



Widen your network



Develop your management skills



Give back to UCEM



Encourage diversity within the industry



Become a Mentee

Any current student can become a mentee regardless of where you are based or how far you have progressed on your programme. We understand that people need mentors at different stages of their career and for different reasons, so we encourage you contact the Careers Team to discuss your requirements. Our mentors look for students who are clear in their goals and understand any particular skills or experience they would like their mentor to have.

We understand that students and mentors lead busy lives and as such mentoring needs to fit with the work-life balance. We suggest mentors might invest two hours a month in the mentoring relationship. However, this will depend on you, and your mentor's, needs and commitments. You will also be given the opportunity to specify which type of mentoring you wish to be involved in (**see page 3**).

You will be asked to provide some information on your background, skills and experience so we can successfully match you with a mentor. This information will be kept securely and will never be shared without your permission.

How can you be successful?

✓	Be clear and realistic about your expectations and goals with your mentor
✓	Develop a working relationship
✓	Make an action list after each interaction
✓	Take responsibility for arranging conversations and setting the agenda
✓	Consider keeping a reflective journal to support your career development
✓	Find the correct communication tool for you
✓	Use UCEM's resources (Student Hub, VLE) to compliment the programme

Benefits for you



Career development



Grow your network



Gain an insight into different specialisms



Improve your social skills



Increase your self-esteem



Develop your time and project management skills

Matching Alumni and Students

We match our students and alumni individually to achieve an effective working relationship. This will be done after a telephone conversation with the mentee to ensure we completely understand their requirements. Mentors will then be asked if they are willing and able to help the student before sharing any contact details.

All parties agree a closing date at the start of the match. We contact both mentee and mentor at regular intervals to evaluate how the relationship is working (**see page 11**). We will also facilitate the end of the service.



Suggested communications tools



Skype & Email

Skype is the most popular form of communication for our mentor matches. It's free and allows you to communicate with people across the globe.



Social Media

You can communicate through your Facebook, WhatsApp, Instagram or Twitter accounts. This allows for a more immediate response and personal approach.



Face-to-face

Face-to-face meetings may suit some people if they live in a similar geographical area.

Support for Participants

We support our mentors and mentees through check in calls with a member of the Careers Team. Depending on the type of mentoring you choose, the number of contact points vary:

One-month mentoring: after two weeks and at the end of the match.

Three-month mentoring: after one month and at the end of the match.

Nine-month mentoring: after one month, six months and at the end of the match.

We will also be available to discuss any concerns or questions inbetween scheduled catch up calls. Further, if you wish for your contact points to be in a different format, please discuss this with the Careers Team.



We support you with



Advise

We advise on the best timescale for a match, contact you during the relationship and facilitate the end of a match.



Collaborate

We work with participants to ensure an effective working relationship. We carefully match mentors and mentees and deal promptly with any concerns.



Refer

We refer students to UCEM specialists including the Careers Advisor, tutors and the Learning & Teaching Enhancement Team.



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