



Leeds Trinity
University

Mentee Handbook

Mentoring Scheme 2018

Aim of the scheme

At Leeds Trinity University we want to give as much support as possible to enhance the employability of our students. Our Mentoring scheme harnesses the goodwill and experience of our Employer Partners and Alumni community. Where possible, we will provide each student who wishes to be mentored a suitable mentor who has relevant experience, knowledge and skills. This process will help build your confidence and support you in your transition to graduate employment.

We hope that following a successful scheme we can expand the mentoring opportunities and that students who have been mentored will be Leeds Trinity mentors in the future.

Who is eligible?

The scheme focuses on delivering mentoring support for all students.



When does it run and what are the key dates?

November	Students can register to become a mentee
January	Training session will be delivered on campus. Matching and introductions takes place
January – March	Mentoring takes place
March	Review of the mentoring scheme for future schemes.
	Mentees can register to become a mentor
July	Thank you and celebration event

Benefits of mentoring

You will be able to benefit from the knowledge, experience and skills of your mentor. In addition the aims are for the mentor to:

- Provide encouragement
- Develop a supportive relationship with you
- Improve your self-confidence
- Offer you professional development
- Encourage reflection on practice during placement, work experience and study
- Help you learn from the experiences of others
- Help you become more empowered to make decisions
- Develop your communication, study and personal skills
- Help you identify goals and establish a sense of direction
- Offer valuable insight into the next stage of your education and career

To get the most out of the process it is advisable to:

- Be honest and open about yourself
- Take responsibility for your learning and personal development
- Have trust and confidence in your mentor
- Accept you may have to do things differently or step out your comfort zone



How does the scheme work?

- You will be matched with a suitable mentor
- The mentoring involves regular meetings over the three month period; these can take place face-to-face, through email, over the phone or via Skype. We recommend a minimum of three hours contact time
- A suitable place, time and means of contact needs to be agreed between you and your mentor
- We recommend that meetings take place at the mentor's place of work or at the University
- Meetings can also be arranged in other public places for example: a café
- We encourage the mentoring relationship to continue after the scheme

What do I need to agree upon with my mentor?

- The goals for the relationship
- Yours and your mentor's responsibilities
- The time commitment
- How, when and where meetings and communication will take place
- How to deal with confidential information
- What topics or issues are outside the scope of mentoring relationships
- How obstacles and problems are to be dealt with

What if it is difficult to meet up with my mentor?

A face-to-face meeting is the usual setting for mentoring, but it can also take place by email, telephone or skype. It may be that after an initial meeting you choose to continue by email for example.



Student etiquette

- Be as positive and proactive as you can be
- Respect that your mentor is taking time out of their schedule
- Thank them for the time they're giving you
- Think realistically and carefully about when to meet and stick to arrangements
- Be prompt with any contact, and punctual to any meeting arrangements
- Contact your mentor A.S.A.P if you cannot make any arrangements due to unforeseen circumstances
E.g. illness, accidents, transport cancellations etc.
- Understand that your mentor cannot be an expert in everything. Use other sources of help as well
- It is up to you and your mentor if you would like to continue contact after the scheme ends

How to maximise the experience

- Think about how your mentor can help you. Give them a good idea about what you have done and what ambitions you have, respond to their ideas and ask for their opinion
- Do other research into what you want to do. Your mentor can then supplement this with inside knowledge and personal experience
- Keep notes of your meetings, reflect on what they have said and evaluate your experience
- Think about what steps you can take, take action when required and let your mentor know what you are doing

Further support

If you require any further assistance or have any concerns please email careers@leedstrinity.ac.uk or telephone **0113 283 7100 ext 650**



Log book

Date	
Meeting/correspondence comments	
Outcomes	
Actions required	

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Outcomes	
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Key contacts

The Graduate Employment Team

Email: careers@leedstrinity.ac.uk

Tel: 0113 283 7100 ext 650

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The information in this publication can be supplied in alternative formats.

Please call **0113 283 7150** or email enquiries@leedstrintiy.ac.uk