

Royal School of Mines Association

Mentoring Scheme Starter Pack for Mentees and Mentors



What do we mean by mentoring?

- Agenda is set by the 'mentee'
- Providing a reflective, confidential space with a focus on career and personal development
- Mentors give support and guidance. Might offer advice, information or direction
- Mentors can help to clarify the student's perspective while bringing an additional impartial view
- May highlight issues and assist with planning ways through them
- When the issues are straightforward and urgent, a mentor might offer direct advice or give some direction

The mentor's role

- Asking questions and challenge, where necessary
- Encouraging mentee self reflection
- Acting as a sounding board
- Offering advice and guidance
- Sharing knowledge and providing insight from your experiences and journey into their career

Mentoring is not..

- Therapy or counselling – keep it professional
- A ready made plan telling you what to do
- Intended to deal with personal issues
- A chance to offload work
- A solution to everything
- A ‘shortcut’ to an internship

The role of a mentee

- Lead the mentorship and take initiative
- Be motivated to learn and be mentored
- Define your goals
- Listen and communicate clearly
- Be open to challenge
- Respect opinions and be open to ideas
- Be patient when awaiting outcomes and responses from mentors

Scheme overview

- Current Royal School of Mines students mentored by a professional or retired RSM alumni
- Mentorship scheme to align with academic year (roughly 12 month window)
- Recommended minimum of 3-4 points of engagement between mentor-mentee pairs (*Example timeline: Meeting 1 = late October; Meeting 2 = late January; Meeting 3 = late May*) though this may vary as needed
- Proceeding on predominantly a remote basis: email conversations and video calls (e.g. Microsoft Teams), but with occasional in person meetings (typically aligned with RSMA or RSMU events)

Discussion topic timeline

Term 1	Term 2	Summer break
<ul style="list-style-type: none">• Arrange first meeting• Introductions – setting initial expectations, goals, targets• Support with submitting applications• CV feedback	<ul style="list-style-type: none">• Explain about exams/being busy• Help with interview and assessment centre preparation• Learn about mentor's work/career history	<ul style="list-style-type: none">• Career research and exploration• Update or create LinkedIn page• Connect on LinkedIn• Thank your Mentor!

Suggested topics for Mentees to ask their Mentors

- **Personal experience** - how did you find starting work?
- **Job hunting** - can you recommend the best places to search for internships in this industry?
- **Personal development** - which professional courses and bodies are relevant to your sector?
- **Application techniques and feedback** - can we do a mock competency-based interview?
- **Industry expectations** - what skills are vital to your role? How can I show these in my CV?
- **Profession overview** - what are the good/bad aspects of your role?

Good mentoring etiquette: mentees

- Be motivated - invest yourself and they will invest their time in you
- Understand the mentors are volunteers
- Be respectful of other people's time
- Be organised and take responsibility, your mentor won't chase you
- Prepare ahead of meetings – an agenda or list of topics
- Be professional, but be yourself

Before the meeting: mentees

- From the list of Mentor profiles, select who you feel you'd like mentorship from
- The RSMA Mentoring Coordinator will forward your mentor's contact details – which you must not share with anyone else
- Email your mentor to arrange first meeting
- You are in charge of organising meetings
Don't rush the mentorship – it is important to establish expectations and guidelines
- Prepare a plan before the meeting

After the first meeting: mentees

- Follow up with your mentor to thank them for their time
- Summarise what was agreed or discussed
- Reserve a date/time for next meeting – follow up closer to the time to confirm availability
- You are not expected to communicate with your mentor on a daily or weekly basis
- Review and reflect on the next steps or actions for your mentorship

Key documents to review prior to start

- All are strongly recommended to read and adhere to the **RSMA Mentoring Code of Conduct** (this is provided)
- All are to strictly adhere to the **GDPR policies** stated in the provided document from Imperial College London
- For any issues that arise, please contact the RSMA Mentoring Coordinator (mentoring@rsma.org.uk)