

Mentor Preparation

Some additional questions to ask yourself before meeting your mentee.

- What topics/areas do I have some expertise in?
- Am I encouraging and empathic?
- Do I have an open mind and a flexible attitude to people?

Meeting your mentee

Step 01

Analysing what you need

Clarify your strengths and weaknesses

Have you set aside time for mentoring?

Have you talked to the other mentors?

Where can you go for advice and support?

Areas to work on with your mentee

- Brief interpretation
- Effective studying
- Techniques for/help with coursework
- Time management/life-work balance
- Conversational English/written English
- Understanding the University- culture, facilities, resources
- Doing Research
- Doing Presentations
- Personal challenges

Remember this is not a tutorial, you are not doing the work yourself and you don't need to always solve the problem but explore it more thoroughly by asking good questions. Then you can begin to think about the options available and strategies for overcoming the problem.

Step 02

The first meeting, setting up rules of engagement

Share your background, values and expectations of each other.

Agree on what you want to work on.

Agree on how many times you will meet, for how long, dates, times, location etc.

Agree on rules; for example, turning up on time, preparing for meetings, completing tasks etc.

Step 03

Developing the relationship

Set goals and expectations.

Ask questions.
Listen.
Complete any tasks agreed on.
Ask for/ give feedback.
Respond and be flexible.
Look at any progress made.

Step 04

The second and final meeting, ending the arrangement and moving on

Talk about when the arrangement should end
Talk about next steps
What has been achieved?
Think about future mentoring opportunities

Resources

Student services

For advice relating to Counselling, health, disability, learning differences, immigration & money advice etc.

<https://www.arts.ac.uk/students/student-services>

UAL Library

<https://libsearch.arts.ac.uk/>

Library Databases

Collections of resources in a range of formats, for example, journal articles, images, or streaming media, or on a particular topic, for example, fashion, architecture, or film studies.

<https://arts.ac.libguides.com/az/databases>

Moodle Stage 01 Main page

<https://moodle.arts.ac.uk/course/view.php?id=83808>

Moodle Stage 02 Main page

<https://moodle.arts.ac.uk/course/view.php?id=83809>

Samaritans

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