

## **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**

Call- 116 123

### **Rob Brown Details**

E: [r.brown@csm.arts.ac.uk](mailto:r.brown@csm.arts.ac.uk)

M: 07533 111657

### **Inigo Bonal- Stage two leader**

E: [i.cornagobonal@csm.arts.ac.uk](mailto:i.cornagobonal@csm.arts.ac.uk)

### **Carlotta Novella- Stage one leader**

E: [c.novella@arts.ac.uk](mailto:c.novella@arts.ac.uk)