

Mentee Preparation

Step 01

Analysing what you need

Clarify your strengths and weaknesses

Identify your knowledge and skills gaps; are they

- Personal
- Professional development
- Skill development
- Study guidance
- Research

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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