

How to Get the Best Out of Your Mentoring Relationship

Guide for Mentees



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Mentoring



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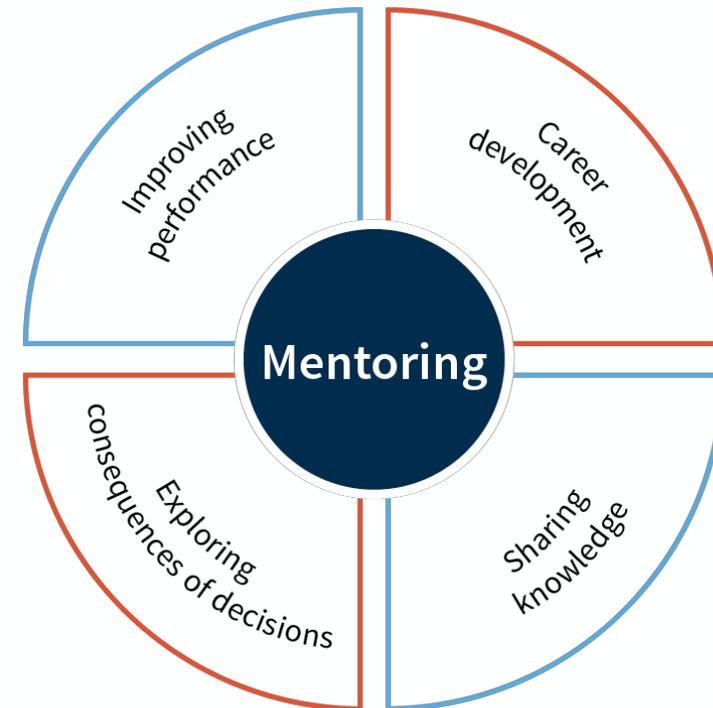
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Welcome to the Migrant Leaders Development Programme

We hope you find being mentored a powerful and positive experience. To help you get the most out of your experience the following information will outline what is expected from you and what you can expect from your mentor. This document is designed to provide you further support in addition to our Mentees Guide & Code of Conduct on our Digital Zone: <https://www.migrantleaders.org.uk/support>

What Is Mentoring?

Mentoring is a process of helping someone learn and develop faster than they would otherwise. It focusses on your future and the broader skills needed for your personal and career development. Your mentor can be regarded as a guide and wise counsellor who has volunteered because she or he wants to pass on lessons learned through first-hand experiences so that you will benefit as well.



Being a Mentee



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What is expected from you as a Migrant Leaders Mentee?

- Full commitment to the programme
- Know who to report any worries or concerns to
- Be aware that you will be representing Migrant Leaders, your school/college/university
- Investment of your time, energy and personal input in addition to your other commitments



How to work with your mentor.

If you are not sure about what to do or how to behave ask for guidance from the Migrant Leaders Mentoring Programme Team or ask your mentor.



What makes an ideal mentee?

Someone who is eager to learn, able & willing to be a team player, patient, risk taking and has a positive attitude.

Our expectations of you



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Respond to your mentor

Please look out for their emails and messages. Your mentors are senior executives and their time is precious so please respond promptly to all correspondence. NB: They may have their personal assistants arrange the meetings on their behalf, ensure you know who they are and extend the same courtesies.



Re-read the Migrant Leaders Mentees Guide and Code of Conduct

This guide sets out what is expected of you and how you can make the most of your mentoring partnership.



Be respectful of your mentors and your commitment as a mentee

When applying to be part of the Migrant Leaders Development Programme you made a commitment so that you could access the opportunities and support of a mentor. Migrant Leaders mentors are all volunteers, respect their time by being prepared, on time and if you are having any problems contact mentees@migrantleaders.org.uk as soon as you can.

Preparing for your 1st mentoring session



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Arrange a date and time when **you know you will be free.**

Set reminders; on your phone, tell friends and family so you don't forget or miss the session.

Make sure you know **who is going to call who** – If you are given conference call details see slide 6 for more guidance.

Do some research - look them up on Linked In, look through the companies they have worked for, roles they have undertaken etc. This is a great way to discover more about them and see where you can learn more about paths to your chosen career.

Look at your diary and see when would be good for your ongoing mentor sessions. Think about up and coming coursework deadlines, exams, holidays, work, volunteering commitments etc Sessions with your mentor can be fortnightly, once a month, every 6-8 weeks – You and your mentor will discuss the best frequency for your sessions. Remember, **know your availability, be flexible** and **ensure you have enough time** between your mentoring sessions to follow up on actions.

Be realistic and proactive to manage your mentor's expectations about how long it will take you to complete work they set in line with your studying, course work etc.

Conference calls



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What is a conference call?

A conference call is a telephone call that several people can join at the same time. Conference calls are often used in companies when someone sets up a telephone meeting, it can be used for 2 people or 10+ people. The benefits of conference calls are that you can 'dial in' as soon as you are ready, you can talk to several people at one time and you can avoid missing each others calls.

How to use conference call?

To use conference calls you need 3 things; a telephone, the telephone number and usually a pin number. When you dial the number it will have a pre-recorded message telling you to follow the prompts and input the pin number.

What is 'dialling in'?

'Dialling in' is term given to following the instructions about and join the call.

What if the number or pin doesn't work?

Send your mentor a text or email straight away asking them to call you instead.

What could go wrong?



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Staying on track



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Priorities & Time Management

Make sure you prioritise your mentoring sessions. Having a top executive mentor is an opportunity very few people get.

Your mentors understand that you have school, extra-curricular activities, volunteering, revision etc, and of course social lives! However your mentors are just as busy. Working very busy full time jobs (8hours+), juggling households, family and their social lives (they have them too).

When you arrange a meeting with your mentor make sure you stick to it, mentors have very little spare time and it could be some weeks before they are available again.

At school your teachers expect homework on time - so does your mentor. Be realistic about how much time you need to get it done.

Take ownership and ask to reschedule or delay a session if you need more time than you realised. It's better to do this in advance than cancel at the last minute or not show up.



Staying on track

Communication and technical issues

Technical issues happen, you might not be able to get skype to work, or the dial in doesn't work, or it goes to voicemail etc. The best way to deal with it is to send your mentor a text or email straight away explaining the problem.

How to avoid this happening?

1.

Set expectations! How would you like them to contact you and vice versa. Agreeing your method of communication is really important, is it best for them to call you, is Whatsapp/text better than email? etc. Knowing this in advance means that if things go wrong you both know what to do.

2.

Be prepared! At least 10 minutes before your mentoring session get yourself ready, re-read the email/messages so you know how they will be contacting you.

3.

Communicate! If you are late or having any problems text them, email them or call them. They will be able to offer a solution to get your session back on track.



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Staying on track

Don't know what to say?
Feeling Daunted? Scared? Nervous?

It is natural to feel nervous, apprehensive or even scared but often the best way to handle something challenging is to face it. Your mentor's sole aim is to help you so, take the first steps and they will meet you the rest of the way.

Some of you will be really comfortable taking the lead, others won't. If you would like your mentor to take the lead say so. Your mentor is there to provide guidance & support and to challenge you - be honest and you won't go too far wrong.

For more hints and tips see the Migrant Leaders Mentees Guide and Code of Conduct.

Reach out to teachers, friends and family, they can share their experience and wisdom with you too.

For more support you can contact the Migrant Leaders Mentoring Programme Team mentees@migrantleaders.org.uk who will provide support and help with any queries or concerns.



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Preparing for mentor sessions



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Prepare well and in advance of the agreed meetings;

- Think about what you discussed with your mentor in the last session and about how you can take that forward.
- Make sure you complete tasks agreed with your mentor within the timeframes set.
- If you know what you want to discuss, make a plan or a list of questions/ subjects you would like to raise and share it with your mentor in advance of the session. For example;

Questions to ask yourself:

- What do I want to achieve from the mentoring relationship?
- What interests me?
- Where do I want to go in my studies/career/life?
- What do I need to learn to move in that direction?
- What are my strengths and weaknesses?
- What opportunities and threats will I face?

During your mentor sessions



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Take notes during your meetings, especially on tasks and deadlines.

Use **active listening** skills, **effective communication** skills and good interpersonal skills.

Remember it's a **two-way conversation** you are looking to learn from your mentor, but your mentor also needs to learn who you are, to help guide you towards your aspirations.

Demonstrate that you are **open to their ideas** and suggestions to bring out your best and overcome blind spots.

Demonstrate that you have **followed advice** or kept your commitments for action even if you have amended your plans.

Point out when and how you have used your mentor's help and **share the outcomes** with them.

Maintain and respect the confidentiality of your mentor and the information shared during your meetings.

Before you finish a session **summarise and agree on any actions** and you must carry out before your next session.

Ask for feedback



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- Take initiative to ask for feedback which, although it might be difficult to hear at times, if you learn from it can be critical to your growth and development.
- Tell your mentor how you prefer feedback e.g. direct, softened, with humour.
- Feedback is an opportunity to improve yourself; don't get defensive, the mentor is being honest with you because they want to help.
- Get feedback on specific issues e.g. how you come across to others; ask for specific details so you fully understand specific behaviours.
- Take time to think over the feedback and consider how you can improve and develop.

Over the course of the mentorship take time to;

- Reflect on what you have learnt from each session.
- Assess what you have done between mentoring sessions and how you might be able to be more proactive for future sessions.
- Review what you would have done differently or what new things you are doing now.





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FARDAD
FOUNDATION

The Fardad Foundation (TFF) is a UK registered charity that works directly with young people from deprived neighbourhoods, educational institutions and employers to provide bespoke support pathways towards the fulfilment of their true potential. TFF develops and delivers programmes, working with third parties and volunteers. Incorporated independently, TFF is governed by a diverse Trustees Board.

The Fardad Foundation (TFF) is registered as a charity with the Charity Commission in England and Wales with registered charity number 1176049.