



THE
NATIONAL
LOTTERY®



Guide for Mentees

Welcome

Welcome to the ScreenSkills Mentoring Programme. It's great that you've chosen to focus on starting or developing your career in the screen industries. Mentoring is a powerful way to support people as they make important decisions about their future. Over the coming months, you will work with a mentor who will encourage you, offer advice, information, ideas and share their experience. Research has shown people and new entrants especially are more likely to succeed if they're involved in a structured development programme such as mentoring.

This guide provides you with outlines for mentoring as well as a range of activities to help you draw on and develop key skills. You will also find hints and tips.

What is a mentee?

A mentee is someone who wants to grow, develop and progress; gain experience and knowledge; and to make the most of career opportunities. Mentoring has the potential to:

- Share knowledge across the industry
- Develop a variety of skills in mentors and mentees
- Help individuals learn about and understand perspectives of someone who has different experiences to them
- Identify industry advocates

What will I get from being a mentee?

You will get one-to-one tailored meetings focusing on what is important to you and your career development. You will have a number of tailored confidential meetings with your mentor to discuss specific topics, challenges and goals, identify possibilities and agree actions.

Getting in touch

You can get in touch if you have a question, concern or comment, or if you want to share something with us. You can get hold of us by emailing mentoring@screenskills.com

Thank you for taking part in our ScreenSkills mentoring programme, we hope you enjoy your mentoring experience.

Best wishes,

ScreenSkills Mentoring Team

Mentoring is ...

A personal and professional development partnership in which someone shares their experience and knowledge with someone who wants to grow and progress: it's a two-way confidential partnership of learning, dialogue, development and challenge

Mentoring is about establishing this partnership between two people – the mentor and the mentee. A mentor shares valuable skills, knowledge and insights to the mentee to help them develop personally and professionally in their career.

You will be supporting someone through a learning or developmental journey. It's about reflecting, encouraging and supporting the mentee to be the best they can be in their career now and in the future.

Mentoring is also about building mutual trust and respect. It's a two-way partnership - you both get the chance to learn new things and benefit from the partnership. Mentoring offers both parties the opportunity to: further their personal and professional development; increase their network; see things from other perspectives; develop their communication and feedback skills; learn from each other's ideas.

You will be invited to a webinar and will receive a shorter briefing document. You can access either of these to understand what is involved in being a mentee and will build on this guide. There is also an eLearning module for mentees on our website: <https://www.screenskills.com/online-learning/modules/mentoring-for-mentees/>. Mentors, all of whom are volunteers and have given up their time to be a mentor, are also offered their own webinar, shorter document and eLearning module.

Every mentoring relationship is different, and each one will present the opportunity for both mentor and mentee to learn from each other. You are supported and encouraged by your mentor to identify and achieve your career goals, overcome challenges or barriers and receive feedback. A mentor will guide, support and challenge you. Trust and rapport are key to a successful mentoring partnership.

A mentee should:

- Organise the mentoring meetings, dates, times, locations/phone or video call
- Prepare for the meetings by thinking about their short and long term career and personal development objectives
- Identify what they want to work on during each meeting: a challenge or problem; an opportunity; a goal etc
- Be ready to problem solve, generate and analyse ideas and options
- Be willing to learn from the mentor and their experience
- Learn from the feedback given by the mentor
- Challenge and question the mentor to get clarity and ensure understanding
- Use the mentor as a sounding board for ideas
- Take on actions after each mentoring meeting to take steps to achieving their goals
- Take responsibility for their own career development (the mentor can't do it for you!)

What shouldn't a mentee do?

Mentoring is just one of many different development activities which include: training courses; coaching; work placements; trainee programmes. Mentoring is only one type of support and therefore **a mentee should not:**

- Do unpaid work for the mentor

- Take part in the programme just to please someone else or because it looks good on their CV
- Present an unrealistic picture of themselves
- Turn up late and/or cancel meetings
- Expect the mentor to tell them what to do, give them a job, share their network
- Use the meetings to moan about their situation
- Share with others the things the mentor tells them about their own journey
- Believe they are perfect and there is nothing they need to learn or develop

You should be prepared to commit making the partnerships work, to meet for up to six hours over six months and to focus on your goals and objectives.

Mentee and mentor matching

You have already completed your online registration form. We used the information you gave us to match you with a suitable mentor. We match on what a mentor says they can offer and what the mentee wants to focus on. Preferences are taken into account such as a willingness to work with someone from a different sector or not.

Here's how it works

Mentors and mentees will be invited to attend an introductory webinar where we will talk about how to give and get the best from mentoring. You will be able to ask questions – and get answers!

Throughout the process your designated we will be on hand to support wherever possible. Remember you can contact us via email mentoring@screenskills.com if you need to.

Establishing a Successful Partnership with your Mentor

Now you have been matched to your mentor, you will need to set up a rough timetable of meetings in advance and agree how you will work together. A set of ground rules is covered later in this guide and in the webinar.

Towards the end of each meeting complete a brief session log which you can download from our website, including details of each meeting and action plans that will act as the basis for ongoing discussion.

Work towards developing a trusting partnership and establishing a good rapport with each other.

Aim at maintaining the partnership of up to six hours over a maximum of six months and adopt the attitude that it is a mutually beneficial partnership.

Effective mentoring meetings provide a sense of purpose and achievement. Meetings need to have a focus, exploration and an outcome.

When arranging a meeting with your mentor, please ensure this is in a suitable environment. This could be at a shared meeting venue, offices, etc. Ideally out of your direct working environment, but a meeting room nearby may be suitable. Also coffee shops and hotel public meeting areas are suitable places to run mentoring sessions. Do consider virtual meetings using the phone, video calls, face time – using appropriate technology and apps works perfectly well in most circumstances. Whatever works best for both parties.

Never have a mentoring session at a home address of either Mentor or Mentee or somewhere you feel vulnerable or uneasy. You will have been sent the Code of Conduct and it is available on our website.

Early Exit

Although every effort will be made to ensure a close match between you and your mentoring partner, sometimes things may not work out. If things don't work out it is good to discuss with your mentoring partner and see how and if you can make it work. However either or both of you may decide to finish the partnership and exit the mentoring at any point. This is no reflection on either party.

If you do finish the partnership early, you both may be asked to complete and return the Early Exit Form. Both parties will be contacted to confirm the situation and support offered if required. It may be possible to arrange another suitable Mentor/Mentee match.

The mentoring process

The Introductory Meeting (First session)

A true partnership will evolve over a period of time as rapport and trust grow. Although you set the agenda and control what you want to get out of the partnership you are both guardians of the partnership. The first meeting is important because it will set the tone of the partnership which will, ideally, get off to a swift and productive start. Use your listening and relationship building skills. The meetings can take place in person, on the phone, or via video call (e.g. Skype, WhatsApp, Zoom or face time). We recommend that, if possible, you aim to meet (in person or using a video call) at least once particularly early on in the process if possible.

It's a good idea to have a think about your first meeting by thinking about what you want to say and share with your mentor.

To get started you could:

- Make yourselves comfortable, grab a tea or coffee and sit down and get to know each other.
- Tell your mentor something about yourself, this could include information about both your professional life, and your career goals. You do not have to share personal information.
- Explain why you got involved in the mentoring, what you think you might be doing and what you both might get out of it.
- Discuss how you both could give and get the best from mentoring.

If you don't hit it off straight away don't panic. It takes time to build any partnership and it will get easier the more you meet because you'll build up trust and get used to each other.

If you are worried about anything after the first meeting just get in touch with us. We're here to provide you with all the support you need at those early stages.

Before the session

Once you have arranged the first meeting, spend a little time making sure you have all the basic information you need about your mentor, including:

- Contact details
- Background
- Any special needs, access requirements or circumstances
- Venue for the first meeting
- Topic or theme you want to discuss with your mentor

During the session

The first session is all about getting the partnership off to a good start by establishing some ground rules and acknowledging that the partnership is two-way. It's also the best time to agree what you hope to achieve and share your expectations of one another. You will need to discuss and agree confidentiality, responsibility, boundaries, when you would like to meet and for how long, how you'll keep in touch to arrange other meetings and the best way to remind each other of your meetings.

The ScreenSkills mentoring programme is six hours over six months. It is up to your and mentoring partner how to divide this – one hour a month for six months or something that better suits the mentee's needs and the mentor's availability.

To start with we recommend you cover:

- You ambitions and goals in relation to:
 - particular topics, challenges, barriers or opportunities
 - achievements so far and how to build on them
 - realistic expectations
 - priorities
 - areas on which you would find input most useful

And a few basic essentials:

- frequency of meetings
- venue for subsequent meetings – or whether you will use the phone or video calls
- decision about email and/or telephone contact between meetings
- discussing the mentoring agreement and code of conduct
- confidentiality
- how you will record progress and issues/targets for further development, you can use the session learning log for this which can be downloaded from our website.

If, for whatever reason, it is felt by either party that they are not suited for the mentoring partnership, let us know and we may be able to find a new mentoring partner for you.

Subsequent sessions

At subsequent meetings you will be in a position together to review their progress and successes towards achieving your objectives. Furthermore, through these discussions you will both be in a position to evaluate the effectiveness of the mentoring partnership.

The frequency of meetings is typically about monthly but you and your mentoring partner can meet at intervals that suit both your needs and availability. You may want to have two or three meetings at shorter intervals to help you with a specific project or job application for example. This will need to be agreed by both parties.

The duration of the mentoring programme is up to six hours over a maximum of six months.

about which times you'd both prefer to be contacted. It is the mentee's responsibility to arrange the meetings.

Money - don't feel that you have to pay for food or drinks for your mentor. Do not accept gifts from your mentor. You should also never give payment for your mentoring. Entering into a financial arrangement is outside of the boundaries of this mentoring programme.

If your mentor is behaving inappropriately or something else crops up that you're unsure about, please contact us mentoring@screenskills.com

Confidentiality

It's really important that you respect each other's confidentiality. Remember that most things you talk about are going to be confidential between the two of you. Neither of you should talk about the content of the meetings to a third party without permission from your mentoring partner. You should discuss what is not going to be confidential, this could include: any criminal conduct; possible harassment or bullying; a suggestion of self-harm or harming someone else. You may need to discuss accessing other professional support in some circumstances, or you or your mentoring partner taking appropriate action. Speak to us if you are worried about anything like this.

Information - keep any information about your mentor, like a phone number, somewhere secure. Do not share any financial details. Do not share with others the things the mentor may tell you about their own experiences, especially when they tell you about things that didn't go so well for them or mistakes they made in the past.

You - confidentiality works both ways. Be aware of which personal areas of your life you're prepared to share with your mentor and those you are not.

How do I know if I'm being a good mentee?

As a good mentee you will need to bring many of the skills you use at work. Focus on qualities such as being positive, open-minded, and respectful and skills such as active listening and asking open questions. Mentoring can be a good space to practice giving and receiving feedback. The most important is just to be you – be authentic.

You are probably getting things right if:

- Your mentor is meeting up with you (that might sound silly but if they didn't want to they wouldn't turn up).
- You have good rapport.
- You have opened up about your goals and objectives, strengths and weaknesses
- You are open to learning new things from your mentor.
- You're really listening to the mentor (not just pretending to).
- You are taking steps to develop both personally and professionally.
- You are doing actions and putting things into practice after the meetings.

Is it working?

Don't worry if meeting some of the goals seems to be going slowly. This doesn't mean you're not a good mentee. Things take time, often it takes a while before you see a change. Concentrate on the little things and remember they can add up to make a big difference.

If things don't seem to be going too well, have a chat initially with your mentor and see how you could proceed or decide to finish the partnership. You might want to start by:

- Calling your mentor before meetings to confirm the date and time (if it's a case of missing sessions).
- Reviewing your initial plan to see if you can agree more tangible or realistic goals.
- Discussing the partnership by using the asking the following questions of each other to check in, to keep the partnership fresh and on track:
 - What works well?
 - What could be different or better?
 - What you or I could start or stop doing?
 - What you or I could do more or less of?
 - What we will do differently going forwards?
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End of Partnership

There will be a time when the partnership will begin to draw to an end. This may be any number of reasons including: the goals and objectives have been achieved; the agreed duration in number of hours or sessions has been reached; or because there has been a breakdown in the partnership. At this point you both need to 'let go. Mentoring is not a dependent partnership or one that goes on forever.

It will then become your joint responsibility to develop your next steps to maintain and build on what you have learned. Although the two of you may continue to have some form of interaction, it should be on a more casual basis, where you consider each other more as equals..

Here are some tips for successfully ending your mentoring partnership:

Fixing a date for your last meeting - have a chat to your mentor beforehand and decide on a date if you haven't already done so. Remind the mentor of the date and prepare what you want to cover.

Moving on from mentoring – Your mentor may encourage you to look at ways you can continue to learn and develop beyond the mentoring partnership. You may feel it appropriate to consider becoming a mentor yourself in the future.

Celebrating your success - have a look back at the goals you set when you first met – what successes have you had in taking some steps towards achieving them, achieving them or exceeding them. Discuss what you have both enjoyed, learned and what you have both got from the partnership.

Evaluating – please remember to complete the final evaluation form we will send you. It shouldn't take too long and it's really helpful to see how you got on and incredibly valuable for us to identify any improvements we can make to the mentoring programme and the support we give mentors and mentees.

Good luck – and do remember to contact us on mentoring@screenskills.com with any queries, concerns or comments you have, or things you want to share with us.

Thank you for taking part in the ScreenSkills Mentoring Programme.

