



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 growing your career in the screen industries. Mentoring is a powerful way to support people as they to 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 your mentoring as well as a range of activities to help you develop key skills. You will also find tips.

What is a mentee?

A mentee is someone who is working with a more experienced mentor and who wants to grow their personal and professional development; gain experience and knowledge, and to make the most of career opportunities. Mentoring has the potential to:

- help boost your confidence, skills and knowledge
- offer clarity on direction in your career and goals
- meet industry advocates
- provide a confidential space to reflect and grow

What will I get from being a mentee?

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

Getting in touch

We're always here if you've got a question or if you want to tell us what you've been up to. You can get hold of us by emailing mentoring@screenskills.com

And last, but not least, we hope you enjoy your mentoring experience.

Best wishes,

The ScreenSkills mentoring team

What is mentoring?

Mentoring is defined as a personal developmental partnership in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person – it's an ongoing partnership of learning, dialogue and challenge.

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

You will be supported by your mentor through a learning or development journey. The mentor will encourage and support you to make the most of yourselves and your future career.

Mentoring is also about building mutual trust and respect. It's a two-way partnership - you both get the chance to learn new things. Both mentor and mentee will benefit from the partnership. You'll both further your personal development, increase your network, see other perspectives, develop communication skills as well as many others.

You will be given the opportunity to attend 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. In time we will be uploading a film to our website which will give you more information about mentoring.

You and your mentor

Every mentoring partnership is different, but each will present the opportunity for both mentor and mentee to learn from each other. The mentor will guide and support you, focusing on your goals and objectives. As the mentee you are supported and encouraged by your mentor to identify and achieve your career and personal development goals. Your mentor has volunteered to be a mentor and has a 'day job' - so is giving up their time to meet you.

What do mentees do?

A mentee is normally someone who has less experience than the mentor and wants to learn and develop. This may include developing skills, knowledge and experiences, as well as behaviours – for example growing in confidence, how to build partnerships or becoming more self-aware.

A mentee **should**:

- organise the mentoring meetings, dates, times, locations
- 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 or an opportunity for example
- be ready to problem solve, generate and analyse ideas and options
- be willing to learn from the mentor and their experience
- accept and learn from the feedback given by the mentor
- challenge and question what the mentor says 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 that for you!)

What shouldn't a mentee do?

There are many different career development opportunities which all have their distinct place in the screen industries. As described above, mentoring is only one aspect of support and therefore **a mentee will not be expected to:**

- 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
- want the mentor to tell them what to do, have all the answers or to give them a job
- 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.

Mentor and mentee matching

You have already completed your online registration form. We used the information you gave us to match you with a suitable mentor.

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 will be covered later in this guide.

Towards the end of each meeting you should 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 your mentor. 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 follow a formal brief agenda, although this does not imply a rigid structure or approach.

When arranging a meeting with your mentor, please ensure this is in a suitable environment. This could be at a shared meeting venue or an office. Ideally out of your direct working environment, but a meeting room nearby may be suitable. Coffee shops and hotel public meeting areas are also suitable places to run mentoring sessions, 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 work out. If things don't work out, it is good to discuss things 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 will be asked to complete and return the early exit form. Both parties will be contacted to confirm the situation and support will be offered if required. Another suitable mentor and mentee match may be arranged for both parties going forward.

The mentoring process

Introductory meeting (first session)

The partnership that evolves over a period of time is crucial to the success of the mentoring journey. 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 vital 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 you aim to meet at least once, particularly early on in the process if possible.

It's a good idea to have a think about your first meeting because it's really important. If you get off to a good start, you'll find everything else much easier.

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. Whatever feels right for you.
- explain why you got involved in the mentoring, what you think you might be doing and what you both might get out of it.

Remember - 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.

Again, if you're worried about anything after the first meeting just get in touch with us. We're here to provide you with all of 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 you may have researched
- 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, 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.

To start with we recommend you cover:

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

And a few basic essentials:

- frequency of meetings
- venue for follow up meetings – or whether you will use the phone or video calls
- decision about email and/or telephone contact between meetings
- discussing and signing the mentoring agreement and returning to mentoring@screenskills.com
- confidentiality
- how you will record progress and issues/targets for further development, you can use the session learning log for this.

Mentoring agreement

Once you have had your initial meeting, and agreed to move forward (this can also be covered on the phone or by video call if more suitable), both of you need to sign the mentoring agreement and return to mentoring@screenskills.com

Please ensure you have read and understood the mentoring code of conduct.

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

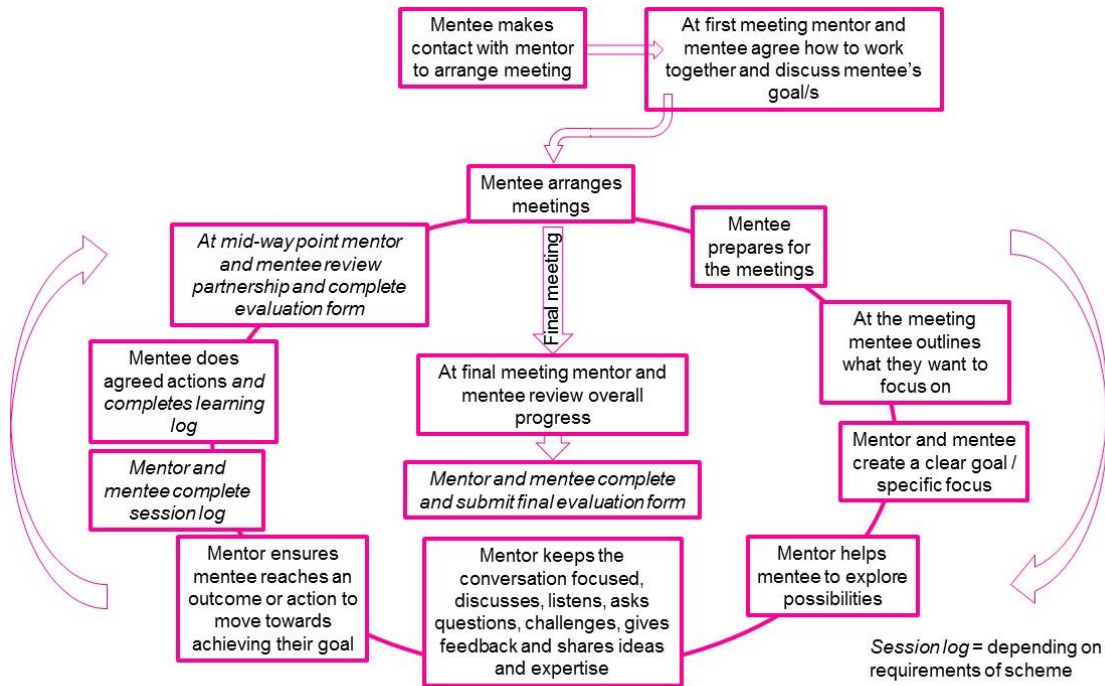
Subsequent sessions

Once you have had your introduction with your mentor, your role as mentee will come into play. You can expect to get frank and honest feedback with regard to your progress. By establishing a timetable of meetings, you will be in a position to review your success in 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 are expected to be at about monthly but you and your mentoring partner can meet at intervals that suit 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 six months.

Session overview



Mentoring agreement

The mentoring agreement will be sent to you following the matching process and prior to the start of your mentoring partnership. This document will be signed by you, your mentor when you first meet, and returned to mentoring@screenskills.com and is a contract between you and is designed to define the extent and limits of your role and protect you and your mentor. The mentoring agreement demonstrates a commitment between you and your mentor to your mentoring partnership.

Code of conduct

The code of conduct sets out the professional standards required by us as a condition of mentee status. Before you begin your mentoring partnership please review this document and make sure you understand and agree to adhere to its contents. Any reported breach of the code of conduct will be taken seriously and investigated by ScreenSkills.

Mentor sessions log

The sessions learning log can be completed during and after each session and helps the mentee to track their progress. It is an important part of the process for the following reasons:

- It is a written record of what you have learnt and achieved over the specified period.
- It forms a basis of discussion and comment during your meetings with the mentor.
- It will act as a reference point for later use in your learning journey

Mentoring partnership evaluation form

We will send you both a check in form at the mid-way point and at the end of the partnership. Please complete it and return to mentoring@screenskills.com. It is used to review the success of the partnership.

The form should also be used if a mentoring partnership ends before the conclusion of the mentoring partnership.

Boundaries

Mentoring is a professional partnership – not just a nice chat. All professional partnerships need boundaries. It is up to you both to be consistent and respectful. You should think about:

- **time** - mentoring works best when you've agreed about how you will spread the hours, when it's best to meet and whether you will meet - face-to-face or by video call.
- **place** - we recommend that you meet in public places, such as a coffee shop or office meeting room. You shouldn't meet at each other's homes or where either party feel vulnerable.
- **getting in touch** - it's up to you both to decide how it's best to keep in touch. Let your mentor know which number or email address is easiest to get hold of you on. Don't forget to chat about which times you'd both prefer to be contacted. It is the mentee's responsibility to arrange the meetings or conversations.
- **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 anything you talk about when you meet up is between the two of you so you shouldn't talk about it to someone else. But you should report any criminal conduct or possible harassment or bullying. Speak to us if you are worried about anything like this.

- **secrets** - make clear from the beginning and remember to ask your mentor if situations arise that may involve you sharing confidential information with anyone else.
- **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?

You might wonder before you start if you'll be any good at it. You just need to be patient, open-minded, good at listening, positive and, of course, enthusiastic. 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 think you are not committed they may drift away from the partnership)
- 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.

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.

It will then become your responsibility to develop your next steps based on what you have learnt and put into practice. 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.

We will send you the final check in form which you should each complete and return to us.

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. Remind each other of the date of the last session in the meeting before this so that you can prepare for it.
- **other ways to move on** - you should identify what to focus on and consider ways you can continue to learn and develop.
- **celebrating your success** - have a look back at the goals you set when you first met. You can pat yourselves on the back when you see how far you've come.
- **saying goodbye** - imagine how you can end the session on a positive note so it's not awkward. You could have a chat about the thing you most enjoyed, something you'll remember or the most important things you've learned.
- **evaluating** - don't forget to complete your final session check in form. It shouldn't take too long and it's really helpful to see how you got on and for us to identify any improvements we can make to the mentoring journey.

Thank you for taking part in ScreenSkills Mentoring Programme.