



THE
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LOTTERY®



Guide for Mentees

Welcome

It's great that you are considering developing your career in the screen industries by taking part in mentoring. Mentoring can be a good way to focus on your career development, whether you are new to the industry or have experience and want to progress, as it can help you make decisions about your next step. This guide gives you information about mentoring and your responsibilities to make sure you give and get the best from the partnership. Please refer to additional resources on the ScreenSkills website, including the e-Learning module for mentees: [Being Mentored \(for mentees\) - ScreenSkills](#)

What is a mentee?

As a mentee you will be someone who wants to focus on your personal and professional career development and want to make the most of your career opportunities. You will have specific and realistic goals you want to achieve, problems to solve, challenges to overcome, or something you want to talk through and use a mentor as a sounding board. You may want to focus generally on your career, CV or have something specific to discuss or get feedback about. As a mentee you can expect support, encouragement, challenge, feedback and ideas from your mentor.

Mentoring can:

- Help boost your confidence and increase your self-awareness
- Give you clarity and an opportunity to focus on your goals, problems, or challenges, and discuss your career development
- Provide a confidential, safe space for you to reflect, explore, discuss, share and learn
- Offer you the opportunity to learn from the mentor's experiences
- Develop your skills and confidence in asking for, giving, receiving and actioning feedback
- Increase your network
- Help you see things from the perspective of someone who has industry knowledge

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 one-to-one partnership between a mentor and a mentee. Your mentor will share their knowledge and experience with you to help you develop personally and professionally in your

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career. A mentor also helps you identify actions and to take steps towards achieving your mentoring goals. Mentors encourage, support and help you to think for yourself. A mentor won't have all the answers or be able to achieve your goals for you.

Mentoring is two-way partnership that will give you both the opportunity to benefit by: increasing your networks; seeing things from someone else's perspective; developing your communication and feedback skills; learning from each other's creativity, life -and work- experiences.

What great mentees do

Mentoring is a learning and development (L&D) activity not just a one-off nice chat. Other L&D activities include: training courses; webinars; coaching; work placements; trainee schemes for example – these are not part of mentoring. As a mentee there are things you can do to make sure that what happens between you and your mentor is 'mentoring' rather than a one-off nice chat for example. You will need to:

- Be clear about what you want to focus on in the mentoring conversations
- Understand your strengths and your development needs, and share these with your mentor
- Use your organising skills to set up the meetings, the agenda and take on any homework
- Be ready to receive feedback and challenge
- Be creative and generate ideas
- Learn from your mentor's experience
- Commit to actions and review progress with your mentor

Mentee skills

As a mentee you will need to bring many of the qualities you use at work, such as being positive, open-minded, and respectful, and skills such as listening, asking questions, and being organised. Taking part in mentoring will enable you to use and build on many of these qualities. You will bring your ability to build and maintain relationships, and you and your mentor will both aim to build rapport and create a safe space where you can be open about your goals, strengths and weaknesses.

Really actively listening means being fully present and focused, and summarising regularly. Put your phone and email to the side, pay full attention, be curious, stay focused on your goal, ask relevant questions that you genuinely want to know the answer to, and be willing to learn from your mentor and their experience. If your mentor shares something with you or gives you advice which you are not sure how to apply to you or your situation or doesn't seem relevant to you, do ask questions to seek clarity. You and your mentor are different people and what has worked for your mentor may not work for you. So, make sure you ask questions and discuss how their advice can be modified or tweaked so that it is useful to you in your current situation.

Your responsibilities: overview

Before	During	After
Confirm the meeting details	Review progress against previous actions	Do the actions
Prepare what you want to focus on: your question, topic, challenge, goal	Clearly explain your goal for the meeting	Reflect on learning
Review previous actions: what you learned; what helped or got in the way	Listen, question, clarify	Organise next meeting
	Problem solve	
	Be creative and generate ideas	
	Agree actions that will be useful	
	Complete Session/ learning log	

Your responsibilities: mentoring meetings

It is your responsibility as a mentee to plan and organise the meetings. You will need to liaise with your mentor to find out the best days and times to meet, and whether you will be able to meet in person or virtually on the phone or video call. Your mentoring meetings could take place at a shared meeting venue, office, a public place such as a café or hotel reception/coffee lounge. Virtual meetings work very well especially if you are in different parts of the country, do not have time to travel or are unable to travel. If you do meet in person, this must be in a suitable venue where you both feel comfortable. Never meet at a home address or somewhere where either of you feel vulnerable or uneasy. Please read the ScreenSkills Safeguarding and Mentoring guide.

Once you have agreed a mutually suitable date and time, it will probably be helpful to send your mentor a calendar invitation with the details of the meeting location or the link or phone number to use. Remind your mentor of the meeting a week or a day or two before it takes place and prepare what you want to discuss. You are responsible for driving the partnership, your mentor is not expected to chase you to book meetings or do actions.

Mentoring is about what **you** want to discuss, you may want to focus on:

- Learning from the mentor's experience and relating that to your own situation
- Receiving general career advice
- Getting feedback on your CV, practicing job interviews
- Discussing a problem and how to solve it, a challenge and how to overcome it or a barrier and how to push through it
- Getting individual feedback
- Getting feedback on your work
- What you can do to achieve your career goals or next step
- Understanding more about working in the screen industry

Your responsibilities: The first meeting

At the first meeting it is important that you and your mentor take some time to begin to get to know each other and build rapport. Have an initial chat about your careers to date, this could include your area of study or the roles you have held, what you consider are your strengths, high and low points of your career to date and what you both hope to give and get from mentoring, as well as your mentoring goal. Ask the mentor how they would like you to be in touch with them (phone, email etc), and how much contact they are expecting from you in between the meetings. Discuss any access needs. Agree with the mentor that you will be responsible for liaising with them to set

up the meetings at a mutually convenient date and time, and you will set the agenda. Confirm the duration of the partnership e.g. six hours over six months.

Agree how you will work together

When you first meet it is important to discuss how you will work together and agree the ground rules. This will help to limit any future problems or misunderstandings.

It is very important to discuss and agree confidentiality as it is fundamental to a good mentoring partnership. Confidentiality works both ways, neither of you should discuss the content of the mentoring meetings with others unless you have agreed to do so. Things that are not confidential include if you say:

- you are going to harm yourself or someone else
- you are doing something illegal, unethical or are breaking a policy e.g. health and safety
- you are being bullied or harassed

In these situations the mentor should discuss with you the consequences of your actions, or in-actions; where or who to report the situation to; where to seek support. Depending on the situation, they may encourage you to speak to the person running the mentoring programme, your supervisor, manager, HR department, doctor or the Film and TV Charity 24-hour support line for example. The mentor may seek support and advice themselves.

Everything else should be confidential between you. If either of you involve a third party by speaking to someone else about some of the content of your mentoring meetings, this should be discussed and agreed between you both first.

Boundaries or 'what mentoring is and is not' should be clear when you start your mentoring partnership. Mentoring focuses on your goals (see below). Neither of you are expected to share your private and personal lives with each other. However, if you have a personal situation which is impacting you at work, you may want to talk to your mentor about how to do the best you can at work whilst dealing with a personal issue. Mentoring is a learning and development activity and is not a replacement for a training course, placement or trainee scheme for example. Mentoring focuses on what you want to solve, overcome, achieve in the industry, it does not involve your mentor giving you job, an award, or a commission.

Confirm with your mentor that you will organise the meetings (see Your Responsibilities above), set the agenda (your goal see below), and will do the actions after each meeting. Ask the mentor how they would like you to be in touch with them (email, phone) and how much contact they expect from you in between the meetings.

Discuss your commitment to the partnership and both agree to be punctual and make mentoring meetings a priority in your calendars.

Be aware of any conflict of interest that may surface during the partnership. What happens if:

- you talk about someone your mentor knows
- you want to apply for a job at the company or production your mentor works at
- you want to apply for a job at a company that is in competition with the work your mentor does

Discuss if you both would feel comfortable to continue mentoring or not, and whether you could discuss that topic at mentoring or not – and come to an agreement.

Feedback and challenge

The presence of feedback and challenge in mentoring can make the difference between a good partnership and a great partnership. As a mentee it is probably easier to receive feedback and challenge from a mentor than it is from a parent, a teacher or a manager. Receiving feedback and challenge can give you more stretch and help increase your self-awareness. You may want feedback about the first impressions you give, how you put across your ideas, or feedback on your CV for example. Agree with your mentor how much feedback and challenge you would like from them.

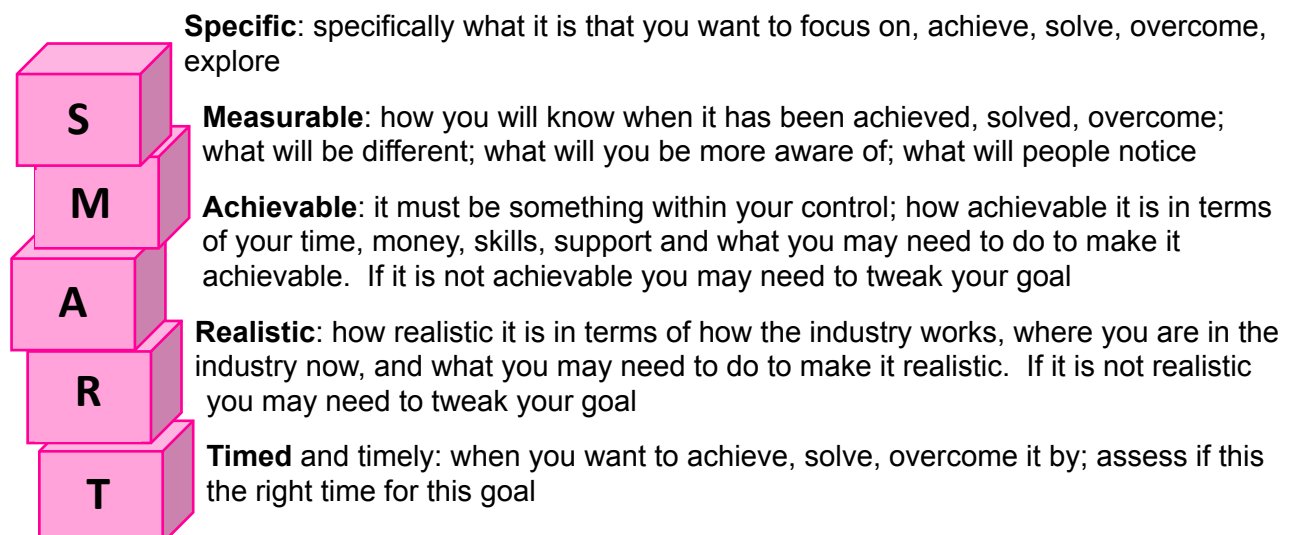
It is good practice for you and your mentor to discuss how the mentoring partnership and meetings are going so that you can keep them on track and relevant. Don't let the partnership just fizzle out if things don't seem to be going as you expected. If you feel something is not working well, discuss this with your mentor. You can use the prompts below to give and get feedback from each other. All feedback should be specific, helpful and non-judgemental.

- What I/you bring to the partnership is...
- What I value about what you bring to the partnership is...
- What is going well...
- What could be better...
- What could I/you do differently, more or less of...

Discuss some options and agree what you will do differently etc in future meetings. If you think that mentoring is going off track, you are not getting on together, or are not finding the meetings useful, use the prompts above to have an adult to adult conversation about what to do differently or whether to end the partnership.

Setting the agenda

Having a topic or focus for each meeting is an important part of making sure you have focused and useful conversations with your mentor, rather than a one-off nice chat. You should set the agenda by creating a goal or objective which is something you want to solve, overcome, explore or achieve. It is good to have an overall mentoring goal, and then individual smaller ones for each meeting. Write these down and share them with your mentor before each meeting. You may be aware of SMART to help you create goals already, here is a reminder:



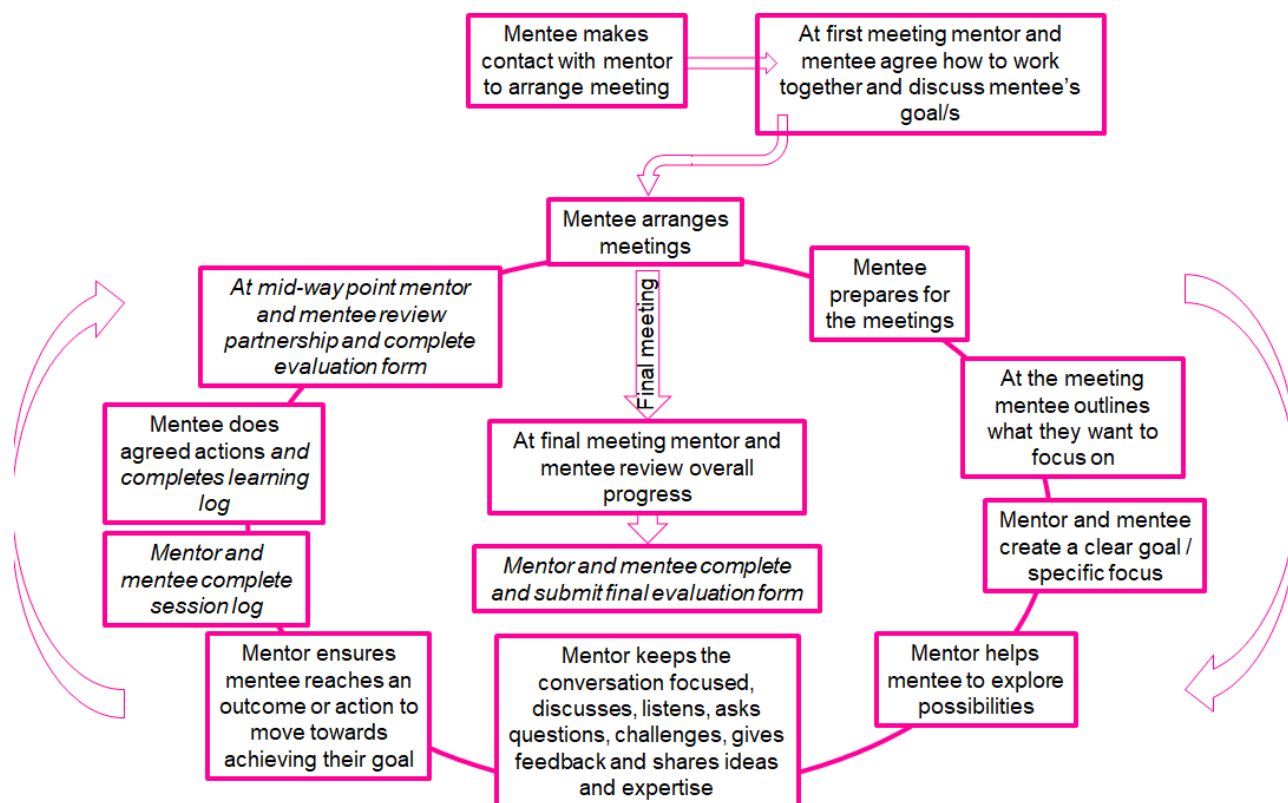
SWOT exercise

The strengths, weaknesses, opportunities and threats exercise can be a useful way to give you an overview of where you are now, in terms of your mentoring goal or your overall career aims and can increase your self-awareness. If you are not sure what your mentoring goal/s is/are, doing a SWOT exercise can help identify topics and goals, especially from the opportunities and threats sections. Take some time to consider the prompts below and write down your responses, and you may want to share this with your mentor too.

Strengths <ul style="list-style-type: none">• What you are good at• What you enjoy• Achievements and successes• What you do/learn quickly• Old strengths• What others seek you out for	Areas of development/weaknesses <ul style="list-style-type: none">• What you are not so good at• What you do not enjoy doing• What didn't go so well• What takes/took a long time to do/learn• Skills gaps and new skills• What you seek out others for
Opportunities <ul style="list-style-type: none">• What opportunities do you know about?• How and where can you find more?• How can you make the best of them?• How can you explore and develop them?• Who can help?	Threats <ul style="list-style-type: none">• What are the threats, blocks or obstacles to your development and next steps?• How can you prepare for them and minimise the risk that they may disrupt your plans?• How can you turn them into or view them as opportunities?

Mentoring meetings

During each meeting you and your mentor will have a focused conversation about a topic/goal of your choice. Together you will explore the situation and the mentor will encourage you to think things through, look at things in a different way, come up with your own ideas. By encouraging you to think about your options and next steps, the mentoring meeting helps to develop your problem-solving skills and your confidence and draws on your own creativity and experiences. Your mentor will add to your ideas by sharing their own ideas, advice and suggestions based on their experience. Then together you can identify which one or two you could take forwards to help you start to take steps to achieving your goal. Below is an overview of the mentoring partnership.



Session log or learning journal

You may find it helpful to complete a session learning log during or after each session to help you track your progress. A template can be downloaded from the ScreenSkills website and:

- is a record of what you have learnt and achieved over the specified period.
- can form a basis of discussion and comment during meetings with your mentor.
- enables you to keep track of the outcomes of the meetings, your next steps and the actions you will do after the meeting.
- will act as a reference point for later use in your learning journey.

Ending the partnership

In the same way you would contract or agree ground rules at the start of mentoring it is equally important to mark the end of the partnership appropriately. Whether mentoring is ending early or at the agreed duration, do not let it fizzle out or part awkwardly from your mentor just because you are not sure how to say goodbye. Mentoring partnerships generally last for a specific period, they are not dependent partnerships or ones that go on for ever. The end may be when: your goals have been achieved; you have identified how to progress; the duration or end date has been reached; circumstances have changed and either one of you no longer has time for mentoring; or if you both decide it is not working. Although you may continue to have some form of contact, it is likely to be on a more informal basis.

Sometimes you and your mentor may agree to have a couple of extra sessions if for example your goals have not been achieved or your circumstances have changed. This needs to be discussed and mutually agreed.

When it is time to end the partnership, you may want to use the whole of the final session, or at least put aside 20 minutes to mark the end of the partnership. You can discuss your next steps to maintain and build on what you have learned as well as what you will both do to continue your

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learning and development beyond mentoring. Identify progress, celebrate any success and discuss what you have both enjoyed and got from the partnership.

Thank your mentor for giving you their time and for sharing their experience with you, tell them what you have particularly valued and add anything else you feel appropriate to say or offer.

Having said goodbye and marked the end you can transition smoothly out of mentoring. You may also reflect on mentoring and consider being a mentor in the future yourself.