**SGSSS Career Pathways mentoring Scheme**

**Ideas for mentoring activities**

**Email starter**: Mentees may want to start the process off by asking some defined questions about the mentor’s area of work. For example their key responsibilities, a typical ‘week in the life’, the recruitment process, a typical career path, the workplace culture, equality and diversity commitment, or to ask about the mentor’s career decision-making or transition experiences post-PhD. This will help to set the agenda for a mentoring discussion online.

**Online one-to-one mentoring meetings**:

1. *First meeting*. Keep it simple, enjoy a (virtual) coffee, and get to know each other a bit better. Prioritise completing the Mentoring Agreement Form together.
2. *Career questions.* As well as addressing the mentee’s identified career questions, the mentor may have questions that help to support forward planning, helping the mentee to clarify their experiences to date, their areas of expertise and to develop a career plan. Mentors may want to provide some gentle challenge to any assumptions that have been made about the process of moving to a new career pathway, good job search strategies, or what the mentor’s role involves.
3. *CV analysis.* Taking a close look at the mentee’s CV and the mentor’s CV together provides a focal point. Take a close look at the language used on the CVs and discuss how the descriptions of academic experiences would resonate in a business environment. Look for similarities, differences, ideas, and spot gaps that could reasonable be addressed.
4. *Job Description analysis.* Mentees should be encouraged to browse available roles in the mentor’s workplace or sector, or a related area of interest. Before the mentoring meeting pick out a couple that seem interesting, and don’t agonise too much over them. In the meeting focus on the Person Specification. Led by the mentee, divide the duties into 3 groups: ‘Keen to do this’, ‘Not keen to do this’ and ‘I don’t know what this means’. Discuss the unknowns in your meeting.

**Follow-on opportunities**

If you both enjoy the mentoring scheme and would like to continue the relationship after the scheme has ended, please see below some possible models for follow-on activities. Experiences such as these are not included as part of the SGSSS Career Pathways Mentoring Scheme and are not an expectation of either mentors or mentees. However, we hope the ideas are helpful if you are looking for inspiration.

**Shadowing:** As the partnership progresses, if the mentor’s place of employment and work type are appropriate, mentors may consider inviting mentees to observe them in action at work. Please note shadowing may not be possible especially in recent times when public health restrictions prohibit in person meeting. However, remote shadowing could offer an alternative prospect. Mentees may appreciate the opportunity to observe their mentor interacting in context, especially with teams, clients, committees, or in presentations. Afterwards discuss what was observed, the structure, hierarchy and language. Discuss the mentor’s role and approach, the context of the situation, and what comes next for both of you.

**Networking**: While not an expectation of this programme, networking in this sense means ‘bridging' a mentee to another person if that person has a specific knowledge/skill that would help. Perhaps a colleague or contact of the mentor could provide valuable insight. The mentor could support the mentee to make new contacts, by making an introduction, if this seems appropriate. This will not be a priority for everyone but if the opportunity arises, it could fall within the mentoring relationship.