Research Staff Peer-to-Peer Mentoring:
QuickStart Guide v1.3

Aim of Scheme

- Provide more support to research staff, especially for Personal Development

Mentoring Relationships

There are two broad types of mentoring:

Developmental Mentoring

- Encouraging self-reflection in an exploratory way

- Mentor encourages the Mentee to develop their own solutions

Informative Mentoring

- Sharing experience and knowledge in a prescriptive way

- Mentor provides solutions for the Mentee

Peer-to-peer mentoring is particularly useful for developmental mentoring. Where the mentor's information runs short, they can point people in the right direction.

Peers are often more approachable and experience similar current challenges to you – certainly more so than senior teaching staff!

Practical Guide

How did you choose my Mentor?

- We've tried to choose mentors who have as much/more experience as the mentee, and are independent from the mentee's PI.

When/where should we meet?

- Mentor and mentee need to agree the frequency of regular meetings. As a guideline, a new post-doc should probably meet once a month or so until they are settled, and every two months after that.
- Mentors should always have an open door! Mentees will sometimes need a quick answer, or have an immediate issue that needs urgent attention.
- Agree in advance about the length of the meeting, usually at least half an hour.
- Meeting away from work is ideal, failing that somewhere private (e.g. a meeting room).

What do we talk about?

Everything must be held in the strictest confidence, so that the mentee is free to discuss anything they want to raise.

- The Mentee should be in the driving seat. Is there something in particular that you need help/advice with? Tell your Mentor when you arrange the meeting.

- The meeting should be structured:
    1. Identify the purpose of the meeting.
    2. Analyse the current situation.
    3. Explore Possibilities and Preferred Options.
    4. Commit to specific actions if appropriate.
- Before the meeting, the mentor and mentee should download and print out the crib sheets. These will help to give you some guidelines to stay on track. https://www.vle.cam.ac.uk/course/view.php?id=84541

End of the Mentoring Relationship

- No mentoring relationship is meant to last forever, and not all of them will work – much depends on the personal chemistry between the two of you. With this in mind, the default will be for people to change mentor every year.

Training

- Many of the staff have had mentorship training recently (March 2015), and we plan to run further sessions in the future.

Feedback

This is a new scheme, and we will need to do some simple things to see if it will work.

In particular, we ask you to:

1. **Let us know when you've met**. Mentors should complete the incredibly-quick form online
https://www.vle.cam.ac.uk/mod/feedback/view.php?id=993431&do_show=view
2. Please come along to the termly research-staff meeting, and share your thoughts.
3. We will run some short surveys in the future

Mentors and Mentees can also leave anonymous feedback here https://www.vle.cam.ac.uk/mod/feedback/view.php?id=993451, and our doors are always open.

Resources

The quickstart and cribs are available here, along with a copy of Katie Hewitt's training slides:

https://www.vle.cam.ac.uk/course/view.php?id=84541

This scheme will only succeed with your participation. We greatly appreciate the investment of your time, and hope that we will all reap the benefits.

Whittle Mentoring Steering Group, Aug 2015.

(John Coull, Tony Dickens, Sam Grimshaw, Carl Sequeira)