

**SHAPING
FUTURES
PETROC™**
INSPIRING SUCCESS THROUGH HIGHER SKILLS

ALL ABOUT ME PROGRAMME



PROGRAMME HANDBOOK

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PROJECT SHAPE OVERVIEW

Project SHAPE is part of the Hidden Talent in Devon (HTiD) project delivered by Petroc, which is partly funded by the European Social Fund (ESF). The main focus of Petroc's activities will be addressing the Higher Education (HE) cold spot and low skill levels across North Devon & Torridge, both through expanding provision and through identifying and challenging barriers to participation.

In order to address the HE cold spot and low adult skill levels across North Devon & Torridge, it will be important to gain a better understanding of the type of provision and delivery methodologies that would encourage greater participation. The All About ME Programme is just one activity that will help inform individuals of how to access HE and the benefits of higher level skills.

Other activities will be delivered across the area, through Petroc's campuses, and community and business venues. In addition, visits to university campuses in other areas will be encouraged. For more information, please see the contact us page.



SECTION 1 – HOW THE PROGRAMME WILL WORK

1.1 Aim

The All About ME programme aims to provide individuals with an opportunity to work with industry professionals and gain an insight into an area of interest related to future career aspirations. The programme will enable individuals to develop both employability and personal skills, whilst mentors gain professional development and the opportunity to discuss career pathways within their own industry with the mentee.

1.2 Benefits

Mentee	Mentor
Discuss career aims	Develop management skills/ Continued Professional Development (CPD)
Gain comprehensive knowledge of industry/job role.	Opportunity to act as a positive role model
Develop employability skills	Raise awareness of business and sector
Develop networking opportunities	Reflect on current employee recruitment policy
Develop personal skills	Liaise with other employers

1.3 Timeframe

- The programme will run over a six month period.
- An Introduction Event will take place in October 2018, where individuals and mentors will meet for the first time.
- The mentor and individual will be expected to meet a minimum of six times for a 1 hour meeting.
- The programme will conclude in April 2019, where all mentors and individuals will be invited to a celebration event.

1.4 Meetings

Frequency

It is advised meetings take place once a month, however a flexible approach to this may be required dependant on the mentor and the individual. We encourage meetings to take place at Petroc.

Meeting format

The first meeting should be face to face, in order to clearly establish aims and objectives of the mentoring programme. Thereafter, future meetings can be completed through various communication channels such as; email, phone, video conferencing. A Petroc representative will keep in contact with both the mentor and the mentee throughout the programme.

Aims and Objectives

The first meeting will be structured, with a set agenda (Appendix 1), this will help establish clear aims and objectives for both the mentor and the mentee. Following this, discussion topics can be flexible, but must ensure the mentee's objectives are being met, whilst maximising the expertise of the mentor. See Appendix 2 for topic ideas.

Feedback and Evaluation

Both the mentor and the mentee will be required to complete an End of Meeting Feedback Sheet (Appendix 3) and return it to the Petroc Projects Team *See Contact Us. The Feedback Sheet will also act as reference point for target setting.



SECTION 2 – THE ROLE OF THE MENTOR

2.1 Definition

Definition of 'Mentoring' – an established tool, used by organisations to develop individuals and help them reach their potential.

2.2 The Role of the Mentor

The specific role of the mentor for this programme is to engage individuals, by inspiring and motivating them to take positive steps towards their future careers goals and aspirations. Mentors and mentee will be matched on shared interests to ensure the mentor is a role model who the individual can relate to.

In order for the programme to be successful, the mentor will need to use a range of suitable techniques that will empower the mentee to be responsible for their own personal development. This may include providing advice and guidance, industry knowledge and signposting to other relevant industry resources.

Strong interpersonal skills will also be important, skills such as listening, empathy and patience will be needed alongside the ability to facilitate professional discussions.

Roles of a MENTOR

Manage the relationship

Encourage

Nurture

Teach

Offer mutual respect

Respond to learner needs

David Clutterbeck (2014)

2.3 Qualities of a Good Mentor

Accessible	Be available by phone, email or in person.
Patience	People learn at different speeds and some require more guidance.
Respectful	Treat all individuals equally and professionally.
Flexible	Adapt to different situations and allow for changes towards targets and goals.
Confident	To reassure the mentee through a self-assured and friendly manner.
Knowledgeable	Use facts, information, and skills acquired through experience or education.
Motivational	Promote the desire or willingness to do or achieve something.
Good Listener	By being a good listener, you enable the mentee to articulate any problem and work towards resolving them.

“The reason I want to be a mentor is to share my experiences with individuals of how my career has developed. I have expertise in online marketing and co-founded a successful digital marketing management company, which involves working with a number of established organisations, maximising their business opportunities through social media platforms.

Having worked on various projects with Petroc previously, I really enjoy working with individuals and discussing their career plans for the future. As a mentor, I am excited at the prospect of helping mentees make informed decisions about the future, by passing on my industry knowledge, as well developing key employability skills “

Richard Evans – Co-Founder of Blue Frog Media/ Marketing Director at Thomas Carr Dining Ltd.

SECTION 2 – THE ROLE OF THE MENTEE

The more passive the mentee and the more directive the mentor the less successful the relationship. Research indicates that a successful relationship between a mentor and a mentee can depend on the initiative taken by the mentee. This will prompt developmental behaviours from the mentor (Clutterbeck 2014).

Showing initiative will include:

- Identifying clear goals
- Be open to and seek feedback
- Take a proactive role in their own development and help drive the process.
- Be responsible for scheduling mentor meetings.
- Take informed risks when trying new options and behaviours in support of career goals.



2.3 Qualities of a Good Mentee

Quality	A Good Mentee:
Motivation to Succeed	is motivated to succeed. This helps ensure that mentoring isn't wasted on someone who won't act on the knowledge he or she has received.
Time Management Skills	will manage their time wisely and dedicate enough time to make the mentoring worthwhile.
Positive Attitude	will have a positive attitude, as it is a better experience to mentor positive people. Positive people usually produce better and more sustainable results too.
Respect	will respect a mentor and appreciate the time they spend in mentoring.
Willingness to Learn	who is willing to learn will invariably accomplish more than one who isn't.
Proactive	should take responsibility for their own personal development.
Clear Communication	will be able to communicate whether or not they understand what you are teaching them. This makes the entire process much more effective.
Confidence	will possess confidence and self-belief, in order to maximise opportunities with mentors.



APPENDIX 1 – AGENDA FOR FIRST MEETING

<p>1. Introduction</p>	<ul style="list-style-type: none"> • Mentor – explain who you are, your job role and the organisation you work for. Why you want to be a mentor – what they can offer to the mentee. • Mentee – Why you applied for a mentor and what you hope to gain from the programme.
<p>2. Monthly meeting</p>	<ul style="list-style-type: none"> • Agree on a preferred style of meeting i.e. face to face • How will meetings be confirmed – email, phone etc. • Will meeting reminders be necessary? • If a meeting needs to be rescheduled, what is the best method to inform the other person, how much notice is required? • A mutual agreement is needed that both the mentor and the mentee will complete the end of meeting feedback sheet (appendix 3) at the end of each meeting and then returned the Projects Team at Petroc by the mentee
<p>3. Programme content</p>	<ul style="list-style-type: none"> • Mentor – Suggest topic areas for discussion that would benefit the mentee. Agree that the topic areas the mentee has suggested you are happy to help/advise with. • Mentee – Identify specific topic areas you would like to discuss with your mentor that will benefit your development and confidence.
<p>4. Rules</p>	<ul style="list-style-type: none"> • An opportunity to discuss boundaries and expectations from both the mentor and the mentee.
<p>5. Any other business</p>	<ul style="list-style-type: none"> • Discuss any other business
<p>6. Schedule next meeting</p>	<ul style="list-style-type: none"> • Confirm date of next meeting
<p>7. Complete end of meeting feedback</p>	<ul style="list-style-type: none"> • Both to complete feedback form

APPENDIX 2 – TOPICS FOR DISCUSSION DURING MEETINGS

Theme	Topics
Careers	<ul style="list-style-type: none"> • History of the mentor's career • Skills required for industry • Employability skills • What employers value • Career pathways • Qualifications. • Interviews • Application process • How to add value to a CV
Networking	<ul style="list-style-type: none"> • How to make contacts with likeminded people of your career area • How to use social media to network • Contacts to help start networking • The benefits of LinkedIn • Endorsing skillsets on LinkedIn • How events can help you network
Industry	<ul style="list-style-type: none"> • Explain industry/sector job roles in more depth • Daily activities in a job role • How to approach employers or work experience/volunteering opportunities • Outline industry opportunities for career development • Provide examples of employee success stories • Introduce to other industry contacts. • Useful resources – books, journals, industry articles, professional bodies. • Additional qualification.
Potential Barriers	<ul style="list-style-type: none"> • How to cope with barriers in a work environment. • Diversity and equality in the work place. • Travel • Unsociable working hours • Progression • Required experience and qualifications. • Developing confidence

APPENDIX 3 – END OF MEETING FEEDBACK

Name	Mentee: Mentor:
Meeting	1 2 3 4 5 6
Date:	
Location of Meeting:	
Summary of meeting:	
Outcomes of meeting	Mentee comments:
	Mentor comments:
Areas that require development	
Targets for next meeting	
Any other comments	

APPENDIX 4 – USEFUL INFORMATION

- **Petroc** - www.petroc.ac.uk
- **Next Steps South West** – www.nextstepssw.ac.uk
- **Career Pilot** - www.careerpilot.org.uk
- **UCAS** - www.ucas.com
- **Unifrog** - www.unifrog.org
- **National Apprenticeship Service** - www.gov.uk/apply-apprenticeship
- **Get My First Job** - www.getmyfirstjob.co.uk
- **NCS** - www.ncsyes.co.uk
- **The Coaching and Mentoring Network** - www.coachingnetwork.org.uk

APPENDIX 5 – THE NATIONAL QUALIFICATION FRAMEWORK





ALL ABOUT ME PROGRAMME

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