

OTAGO  
MENTOR  
MATCH



HANDBOOK

CAREER  
DEVELOPMENT  
CENTRE



OTAGO —  
**MENTOR  
MATCH**

01 **Programme Overview**

02 **Mentoring 101**

02 *The Importance of Mentorships*

03 *Benefits and Outcomes*

04 *Effective Mentorships*

06 *Mentoring Guidelines*

07 *Getting Started*

09 *Common Challenges*

11 **FAQs**

12 **Contact**

# PROGRAMME OVERVIEW

**Otago Mentor Match is a direct pathway for students to connect with Otago Alumni.**

An opportunity to exchange experiences, offer advice, guidance and share industry insights that can help students transition into the workforce with more confidence and ease.



## **Connect**

At least three total contact hours over the course of the academic year.



## **Communicate**

By phone call, videocall, emails, chat thread, or in-person – whatever suits your needs.



## **Collaborate**

Share experiences, discuss skillsets, reflect on goals and steps of the process.

# MENTORING 101

## The Importance of Mentorships

Mentoring is an important aspect to the continuum of career guidance after university. Mentoring has proven to be a beneficial form of guidance for university students, in terms of building and maintaining professional relationships and networks within your desired field and developing key skills for career success.

We are proud to be able to provide a programme that will allow you and an experienced Otago Alumni to be connected. There are many ways to best utilize a mentor, and the programme helps you to hone into important skills before transitioning into the workforce.

Through mentoring relationships, you can gain insight from those who have the lived experience. This process can support you to learn how to put together an informed application and to have an articulate discussion about yourself.

There are different approaches to mentoring, you can be mentored in a formal capacity, as well as establishing a more casual relationship. That really depends on the individuals and how you work best.

When entering a mentoring relationship, it is especially important to have your curiosity hat on. It is a learning experience for both mentees and mentors. There are no wrong questions, you don't know what you don't know, right?

The resources provided are designed to help with ways in which you can develop important career development skills and make the most out of your mentorship.

## Benefits and Outcomes

Mentorship opportunities are mutually beneficial, for both mentors and mentees. Mentors report greater career success and satisfaction, and mentees have access to insider knowledge that can help in navigating the employment market.



Increasing professional self-confidence and self-awareness

Access to mentor's accumulated knowledge and expertise

New insights into practices

A sounding board for innovative ideas and working through challenges

Acquiring skills and knowledge

Enhancing career development opportunities

Expanding networks and increasing visibility

Encouragement, support, different perspectives, and constructive feedback



Satisfaction in serving altruistically and supporting the development of others

Confidence in transfer of skills and accumulated knowledge through professional practice

Increased enthusiasm and self-esteem

Opportunity to enhance mentoring, coaching and communication skills

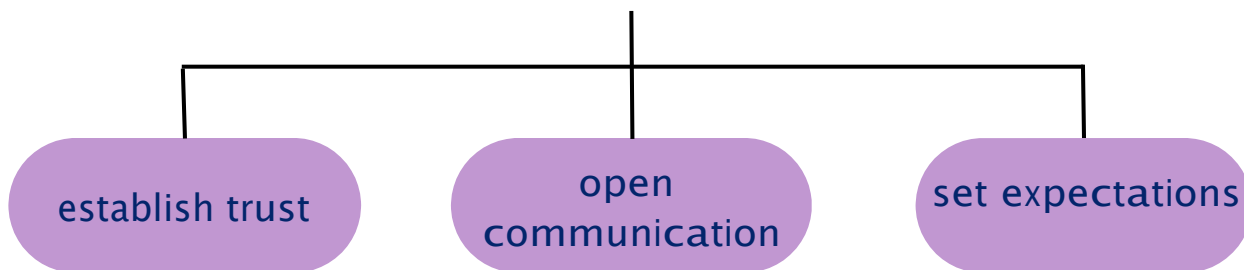
Opportunity to reflect on own practice, attitudes, and values

An expanded network of colleagues

Learning from mentee's experiences and knowledge

# Effective Mentorships

## Key Components



## Mentee Attributes

### Characteristics

Committed to the mentoring relationship and focused on attaining goals

Realistic about what the mentoring relationship can deliver and showing respect for mentor's time and resources

Discusses what they want to get from the mentorship and the type of guidance and support that would be helpful

Prepared to be challenged, try new approaches, take risks, and follow through on tasks

Shows initiative and is receptive to feedback and coaching

On time for meetings and gives adequate notice if meeting is to be postponed

### Key Skills

Active Listening

Questioning

Reflecting

Resourceful

Self-Development

Goal Setting

## Mentor Attributes



### Key Skills

Rapport Building

Active Listening

Constructive Support

Coaching

Sounding Board

Encourage Exploration

Alternative Thinking

Strategy Advice

### Characteristics

Committed to own learning and development

Self-awareness and behavioural awareness

Genuine interest in mentee's growth and development

Specific job-related skills and expertise

Willingness to share knowledge and experience

Good interpersonal skills Objective,

supportive and honest Prepared to take

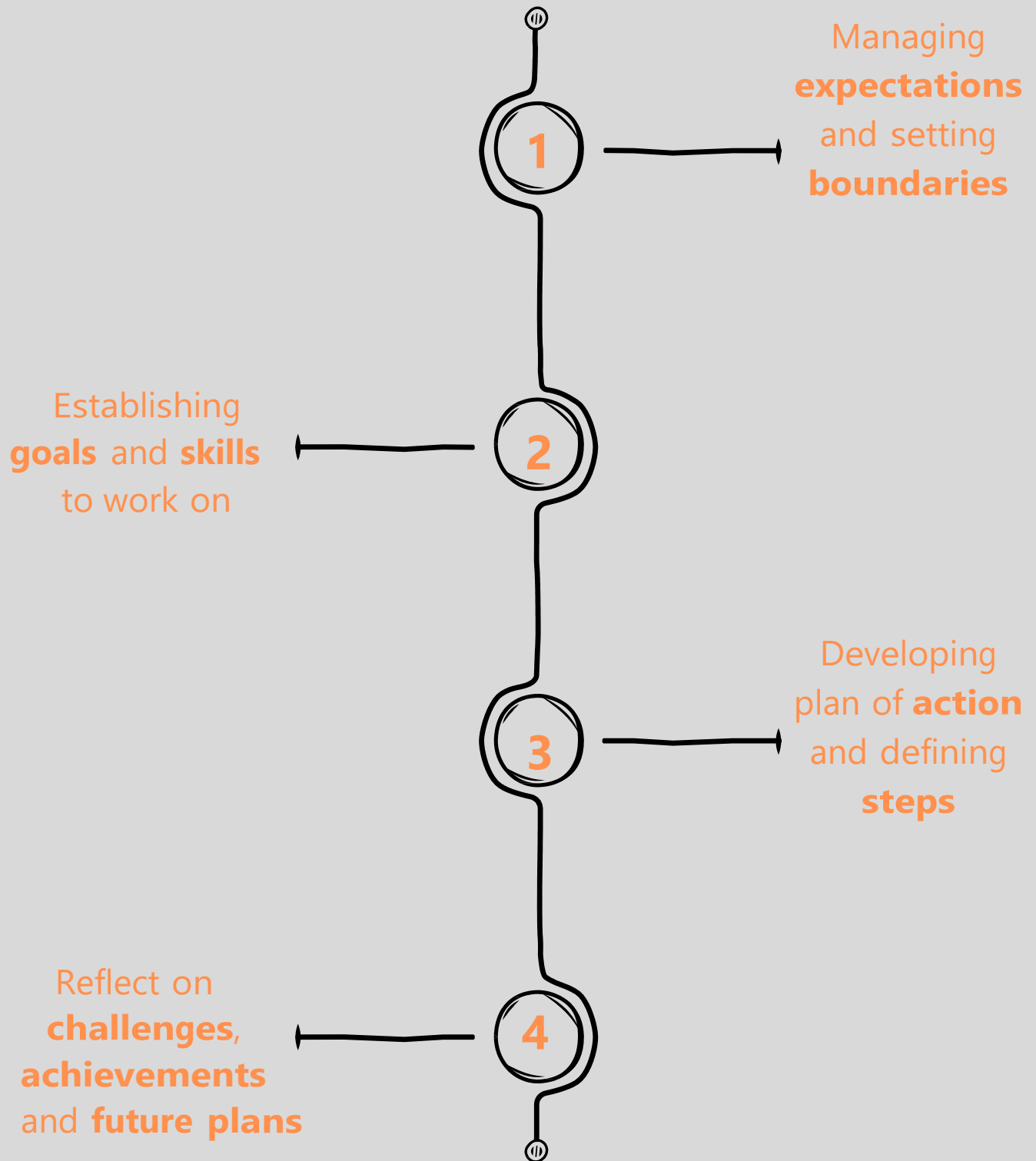
initiative in raising problems and difficulties with partnership

Awareness of different learning styles

Patience in establishing rapport with mentee

Encourages critical thinking, decision-making and problem solving

# Mentoring Guidelines



## Getting Started

*What do I want to achieve from the mentoring relationship?*

- Career development
- Skills development
- Expanding networks
- Industry insights
- Understanding organisational culture
- Enhancing work life integration and transition
- Other: \_\_\_\_\_

*What do I need in order to achieve this?*

- Expert knowledge in my specialist area
- A sounding board for my ideas
- Motivation to stretch myself
- Help clarifying my direction
- To learn skills I need to build to help me improve
- Someone believes in me and helps me stick to my chosen path
- Inspiration to do my absolute best
- Validation that I am choosing the right approach
- Sponsorship - someone who can open doors and help me network
- Other: \_\_\_\_\_

## Initial Meetings

Introductory sessions are great to get to know one another, exchanging information like education, interests, as well as aspirations and values.

It is an opportunity to sense whether the mentorship relationship will be rewarding and productive for both parties. Flip through the Workbook for templates on what topics could be discussed in those initial conversations.

A few things to keep in mind for those first meetings...

- Discuss purpose of engaging in mentoring and clarify expectations
- Discuss preferred communication styles and channels
- Agree meeting frequency and times
- Seek mutual agreement on objectives and measurable goals

## Ongoing Meetings

Now that goals have been established and expectations have been set, it is time to build and maintain the mentoring relationship, and upkeep that commitment. This requires developing a sense of trust, respect, and effective communication.

- Clarify purpose of meeting ahead of time
- Recap on progress since last meeting
- Discuss the support required, consider developing or expanding goals
- Agree on action to be taken before next meeting

## Common Challenges

Not every mentoring relationship is a perfect fit, and building a good one takes time and effort. Here are examples of some difficulties that might arise, and suggestions as to how to navigate them.

### Time / Workloads

Finding common times for meetings

Not allowing enough time to prepare and meet, or not respecting your mentoring partner's time

Not following through with agreed actions

### Differences

Communication

styles Problem-

solving styles Task

orientation Priorities

Expectations of the mentoring relationship

### Conflict Resolution

Identify source of conflict

Discuss issues in terms of facts, rather than opinions

Be considerate and respectful

Avoid judgements

Listen actively and be open to receiving feedback

Be prepared to compromise

Discuss how to manage future conflicts

Talk to the Programme Coordinator

## Conversation Starters

### Getting Acquainted

How long have you worked in your current role?  
What projects are you working on now?  
What do you enjoy most about your position?

### General

What would you like to achieve out of this meeting?  
Has this meeting met your needs?  
Would it be useful to touch on this topic again in future meetings?

### Career Goals

Which areas would you like to develop in and why?  
What goals do you have for the future?  
What are you doing now or need to do in order to achieve these goals?  
How can I help you?

### Skills and Knowledge

What do you think are strongest areas of capability?  
What additional skills and knowledge would assist you in meeting your goals?  
How would you talk about your weaknesses?

### Problem Solving

What issues are you facing at the moment?  
What have you done so far to address this issue?  
What results have you achieved?  
What obstacles have you encountered?  
What do you see as your options?  
Do you want input or suggestions from me?

# FAQS

**Q *What do I do if my mentor/mentee does not respond to me?***

Allow at least 3 to 5 business days for them to reply and then send through a follow up to see if they have received your email. There are a number of reasons that could explain a delay in their response.

**Q *What do I do if I have tried multiple times and still have not heard back.***

Contact the Programme Coordinator, who will check the contact details are correct, and also try on your behalf. If still unsuccessful, you will be offered a chance to re-match.

**Q *I no longer have time to commit to this mentorship, what do I do?***

Communication and professionalism are key in maintaining positive relationships; let your mentoring partner know, as well as the Programme Coordinator.

**Q *How do I approach my mentor in the first instance?***

Reach out initially via a polite and friendly email. It is okay to step outside your comfort zone, and this will help you practice and develop your communication and networking skills. Start by getting to know each other and building rapport and trust.

**Q *I'm feeling intimidated by my mentor, how can I overcome this?***

Mentors are here to help and want to give back to their student community. Remember that as Otago Alumni, they have been exactly where you are now, you already have this experience in common!

**Q *It's my first time in a mentorship, what can I do to make it great?***

Actively listen, engage and just be yourself!

# CONTACT

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