



Mentoring Programme

Cambridge – Oxford Alumni Club of Hungary

We are delighted to announce that in 2021 we are launching the second edition of the COACH Mentoring Programme.

Update regarding COVID-19

We would like to ask you to avoid any face-to-face meetings until the situation due to COVID-19 resolves. However, we encourage you to rely on technology – such as telephone or video calls – to meet each other virtually and we hope online mentoring can be a great experience to help you remain positive during these challenging times! Please do not hesitate to contact us if you need any further support or guidance from us regarding this.

What is the COACH Mentoring Programme?

In the COACH Mentoring Programme, we will match Members of the COACH Alumni Community with current students and recent graduates of the Universities of Cambridge and Oxford.

Besides current students, in 2021 we will also open applications on the Mentee side to COACH Members who have recently obtained their university degree and have just started or about to start their career. (*Please see further details below in the section entitled 'Who can sign up?'*)

As part of the Programme, Mentors help their Mentees realise the full potential that lies in them by supporting them with careers advice, encouragement and professional support.

The aim of the Programme is to create an opportunity for personal and professional development, in which Mentors and Mentees can inspire each other and exchange ideas, as well as reflect on their career goals and evolution.

Why is COACH launching a Mentoring Programme?

We would like to build a supportive and closely-knit community of Cambridge and Oxford Alumni and bring COACH Members closer to each other, as well as to current students of the Universities of Oxford and Cambridge. We believe that the COACH Mentoring Programme is a great tool to do so!

By signing up as a Mentor, you have the opportunity to share your knowledge and experience with someone who has just started or is just about to start their career. Besides helping someone develop professionally with invaluable advice, mentoring can also help you reconnect or maintain your connection with your alma mater.

By signing up as a Mentee, you have the chance to get careers advice from someone who has been in your shoes some time before. By taking part in the COACH Mentoring Programme, you will have the chance to clarify your career path and plans, and we hope it will help you take the first steps in your professional journey.

Regardless of whether you take part in the Programme on the Mentor or Mentee side, we believe that getting to know new people, understanding different points of view and sharing mutual challenges is a great thing to do! We hope you'll enjoy learning from one another.

Who can sign up?

As Mentors, we welcome applications from all COACH Members with substantial professional experience who would like to help current students and recent university graduates from Cambridge and Oxford start their career.

Applications on the Mentee side are open to both current students and recent graduates of the Universities of Oxford and Cambridge.

We welcome applications from students (undergraduate, Masters and PhD students) who are enrolled at either the University of Cambridge or the University of Oxford and are already members of or will be eligible for membership of COACH upon graduation.

In addition, we welcome Mentee applications from COACH Members who are recent graduates. This means that COACH Members can apply both as Mentors and as Mentees, based on their experience. Based on feedback from the COACH Membership, we understand that Members who have recently graduated from university and are about to or have recently started their career would find it beneficial to hear from the expertise of COACH Members with substantial professional experience. Therefore, we have decided to expand the programme beyond current students. We trust the individual judgement of COACH Members to decide whether they would like to submit their applications as Mentors or as Mentees. If you have further advice or have any questions, please feel free to email the COACH Organising Committee: committee@oxcam-hungary.org.

How much time commitment does it involve? How will I keep in touch with my Mentee/Mentor?

To keep in touch with your Mentor/Mentee during the coronavirus pandemic, please refer to our 'update regarding COVID-19' at the beginning of this document. Until the situation due to COVID-19 resolves, we encourage you to have mentoring session via phone or video calls and we ask you to avoid personal meetings.

As part of the COACH Mentoring Programme, we would like to set up Mentor-Mentee pairs for the 2021 calendar year, with the current edition of the Programme finishing in December 2021.

The amount of time dedicated to mentoring, as well as the frequency of meetings is up to the Mentor-Mentee pair to decide.

However, we suggest that you have at least three meetings with your Mentor/Mentee under the duration of the Programme. We believe personal meetings enable to foster more successful mentoring relationships and allow you to get to know your Mentor/Mentee better. You may also exchange emails, and have phone/video calls in the meantime, but you can also arrange to have more meetings, such as monthly catch-ups.

If you are matched with a current student, we suggest that Mentors and Mentees should meet once during every university holiday as most students come back to Hungary for these breaks. We think this might make it easier to arrange a meeting, especially if the Mentor lives in Hungary as well. This would mean meeting your Mentor/Mentee at least three times in person during 2021, involving a meeting during the spring, summer and winter holidays. These timings, however, only represent a suggestion and are dependent on your availability. They may change if the Mentor/Mentee is based outside of Hungary, e.g. in the UK, in which case it might be more convenient for Mentees to meet during Cambridge/Oxford term times.

We are also aware of the fact that some Mentors/Mentees may sign up for the Programme who might live and work outside of Hungary/the United Kingdom. We welcome applications from all potential Mentors/Mentees regardless of their place of residence and we encourage video calls in such cases.

How will Mentors and Mentees be matched?

After submitting your application, the COACH Organising Committee will match you with a Mentor/Mentee based on the information we receive from you. We will carefully match individuals based on a joint area of professional interest, experience, the compatibility of skills and similar mentoring goals. Therefore, we won't force a mentoring relationship without an adequate match. We will try to do our best to match applicants with a Mentor/Mentee with whom we believe they will make a great Mentor-Mentee pair, but as a consequence of this, some people may not be matched. As we hope to continue the Programme in the upcoming years, in such cases we will try our best to match you in the next round.

When is the application deadline?

The application deadline is 23 March 2021. We would like to connect Mentors/Mentees by mid-April 2021.

Some principles we would like you to follow:

- As Mentoring is based on mutual trust, please ensure absolute confidentiality.
- The Programme a great opportunity to get to know new people. We would like to ask you to be open, always show respect and empathy, refrain from judgement and suspend your prejudices.
- If you sign up, please commit to the full duration of the programme until the end of 2021. Please take the time and effort to prepare for meetings and keep in touch with your Mentor/Mentee.
- Upon scheduling meetings, please ensure that you always meet in public spaces.
- We encourage both Mentees and Mentors to catalyse their mentoring relationship and take out of the Programme as much as possible. But please note that your mentoring partner might experience some particularly busy periods and we kindly ask you to always respect their other commitments.
- Please do not cross the boundaries of the mentoring relationship (e.g. personal issues, conflict of interest).
- Either party can stop a conversation if it is going somewhere inappropriate. If you ever feel you need help and advice from the COACH Committee, please do not hesitate to contact us committee@oxcam-hungary.org.

What makes a mentoring relationship successful?

A well-working mentoring relationship is based on a trust and mutual confidence which lets participants learn from individuals whose expertise and experience is different from their own.

As a Mentor, please also remember that each Mentee has individual needs. Taking the Mentee's individual characteristics and circumstances into account, a successful mentoring relationship is about to help them flourish within the framework of the COACH Mentoring Programme.

Advice for Mentors and Mentees:

Before getting in touch with your Mentor/Mentee, please consider what you are hoping to get out of the mentoring relationship. Having clear objectives and expectations will help you get the most out of the COACH Mentoring Programme. As a Mentor, you can take this chance to reflect on your career choices and progression, how you overcame any challenges you had encountered and think about the kind of advice that would have helped you upon starting your career. Sharing these with your Mentee will help them grow professionally. As a Mentee, you might reflect on your career plans and the skills you gained so far. You might take this opportunity to clarify your career objectives in short- and long-term and think about the skills you need to develop in order to succeed. Your Mentor might be able to help you with sharing their experience and give advice on skills development. At the start of your mentoring relationship, we encourage you to take time and get to know each other's professional background.

When you are matched, we will introduce you to your Mentor/Mentee with some basic information about each other and we will provide you with the email address of your Mentor/Mentee. We kindly ask

you to use it! An email to introduce yourself will be a great start of the mentoring relationship. Please write your Mentor/Mentee so that you can get to know each other and arrange when and where you will be able to meet. The first point of contact might be initiated by either the Mentor/Mentee, but Mentors might sometimes be rather busy, so we encourage Mentees not to be afraid to take the first step.

After you are matched with you Mentor/Mentee, please also discuss how often, where and how long you will meet. We encourage you to also take time together to define the goals of the mentoring relationship in the beginning and set the agenda for each meeting. We believe that providing honest feedback on both sides and reviewing your progress with your Mentor/Mentee throughout the Programme is also beneficial to participants on both sides.

Please also take some time to talk about the ground rules of the relationship and discuss whether you will be in touch in between meetings, whether notes will be kept of meetings, as well as when and how to review progress. These might change later on, however, setting some initial guidelines of how to work together will help you begin the mentoring sessions.

If you are a Mentor, please also pay attention to the following things:

- Let your Mentee get to know you, including your current job, motivation, career and educational history, why you want to Mentor and how you can help your Mentee.
- Get to know your Mentee, ask them about their educational and professional history, motivation, career aspirations and what they would like to get out of the mentoring relationships.
- Please help define the Mentee's objectives, potential career path and opportunities for skills development, but do not impose anything on them.
- Empower your Mentee by giving constructive feedback that they can act upon and help them progress with their self-development.
- Be ready to share your own professional experience, tell them about your skills and if appropriate, be willing to connect your Mentee with your networks.
- Listen actively.
- Use the Programme to develop yourself and be open to learn from your Mentee.
- Have fun!

If you are a Mentee, please also pay attention to the following things:

- Listen carefully and thoroughly to your Mentor's advice, however, please always remember that the decisions have to be made by yourself and you are the person who is responsible for them.
- Take the time to prepare for mentoring sessions and do not forget to take the agreed action between sessions. Always come to mentoring sessions with plans about what you would like to discuss with your Mentor and let them know what you need help with.
- Please appreciate and respect your Mentor's time and use it carefully.

We are grateful to all Mentors and Mentees who sign up for the Programme!

Taking part in the Mentoring Programme is a voluntary engagement and our Mentors and Mentees do not receive financial remuneration for their participation.

If you have any more questions or would like to discuss your mentoring relationship, please get in touch using the committee@oxcam-hungary.org email address.