



UNIVERSITIES OF  
CAMBRIDGE & OXFORD  
ALUMNI NETWORK  
HUNGARY

## Cambridge–Oxford Alumni Club of Hungary

### Mentoring Programme

#### Guidelines

##### **What is the COACH Mentoring Programme?**

Mentoring helps talented individuals fulfil their potential and help them find their suitable career path. In the COACH Mentoring Programme, we will match Members of the COACH Alumni Community with current students of the Universities of Cambridge and Oxford. As part of the Programme, Mentors support their Mentees with career advice and professional support.

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

##### **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 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 is just about to start their career. Besides helping someone develop professionally with invaluable advice, mentoring can also help you reconnect and maintain your connection with your alma mater.

By signing up as a Mentee, you have the chance to get career 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 discuss 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 who have at least three years of professional experience since obtaining their first university degree and would like to help current Oxford and Cambridge students start their career.

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

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

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 foster more successful mentoring relationships and allow you to get to know your Mentor/Mentee better. You may also exchange emails and have phone/Zoom calls in the meantime, but you can also arrange to have more meetings.

Ideally, Mentors and Mentees will also meet once during the university holidays as most students come to Hungary for these breaks. However, we are also aware of the fact that some Mentors/Mentees may sign up for the Programme who live and work outside of Hungary / the UK. We welcome applications from all potential Mentors/Mentees regardless of their place of residence and we encourage Zoom 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 received from you. We will carefully match individuals based on a joint area of professional interest, experience, the compatibility of skills and mentoring goals. We will try our best to match applicants with a Mentor/Mentee with whom we believe they will make a great Mentor-Mentee pair, however, as a result of this, some people may not be matched immediately.

## **Some principles we would like you to follow:**

- As Mentoring is based on mutual trust, please ensure absolute confidentiality.
- The Programme is 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. Please take the time and effort to prepare for meetings and keep in touch with your Mentor/Mentee.
- Upon scheduling meetings in person, please ensure that you always meet in public spaces.
- We encourage both Mentees and Mentors to animate their mentoring relationship and take out of the Programme as much as possible. But please note that your mentoring partner, especially on the Mentor side, 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).

### **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 challenges you 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 the 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 by sharing their experience and giving advice on skills development.

When you are matched, we will provide you with the email address of your Mentor/Mentee. Please use it! A simple email to introduce yourself will be a great start to 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 your 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 reviewing your progress with your Mentor/Mentee throughout the Programme is also beneficial to participants on both sides. A well-working mentoring relationship is based on trust and mutual confidence which lets participants access an array of expertise that is different from their own.

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 written records will be kept of meetings, as well as when and how to review progress. Things will change over time, however, setting up some initial ways of how to work together will help to begin the process. Remember that a well-working mentoring relationship is based on trust and mutual confidence which lets participants access an array of expertise that is different from their own.

### **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 the educational and professional history, motivation, career aspirations and what they would like to get out of the Mentoring relationships.
- Listen actively and 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.
- Use the Programme to develop yourself and be open to learn from your Mentee as well.
- Have fun!

**If you have any more questions or would like to discuss your mentoring relationship, please get in touch via [committee@oxcam-hungary.org](mailto:committee@oxcam-hungary.org).**