



Mentoring Guide

NUSS-NUS Mentorship Programme

A guide to maximise your mentoring journey



NUS
National University
of Singapore

Centre for
Future-ready Graduates

Mentoring is a brain to pick, an ear to listen,
and a push in the right direction.

- John C. Crosby



Tips to enhance your mentoring journey:



Be clear of what you would like to gain from this experience.

Come prepared for the sessions.



Take the initiative to connect with your mentor(s).

Be active in setting up mentoring sessions and keep track of your progress.



Think about what you can offer in the mentoring relationship!

A good relationship is at the core of a good mentorship.

Here's the flow for the programme:

Introduction and preparation

Be clear of your goals and what you hope to achieve from this programme

Welcome and Networking Dinner

Take this opportunity to meet as many potential mentors during the event. Engage in conversations to develop connections with the mentors

Start of the Mentoring Journey

Discuss the mode of mentoring, align expectations and goals with your mentor(s)

Mid-Year Gathering and Networking Event

Take this opportunity to network with other mentors and peers in the mentorship programme

Appreciation and Networking Session

Show your gratitude to your mentor(s) and celebrate the journey over the year

Networking Tips*



Start with the right mindset

Start with the right mindset: Approach others with a focus on learning. Redirecting your feelings of awkwardness towards curiosity and growth makes it easier to approach others to start a conversation.



Focus on giving, rather than taking

Being generous with your time, insight, and genuine offers to help are always good ways to begin relationships, or at least to be remembered well. If a person associates your name with warm feelings, he or she is more likely to engage you in the future.



Be confident yet humble

Confidence in holding your own should be accompanied with the acknowledge of the limits of your understanding and experience. Be authentic and genuine to build good relationships and trust.

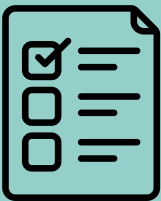


Develop connections, not contacts.

People respond to a meaningful connection, not a business card shoved into their hands during a 10-second conversation. Focus on the quality of encounters rather than the quantity.

Luck Favours the Prepared.

You get the best outcome when you plan what you would like to achieve. You can prepare the following to get the best outcome:



1. An elevator pitch with a 30-second spiel about yourself to help open the conversation
2. Set an objective to know more about an industry or career you are interested in
3. Have a target number of people to connect with to propel you to make full use of your time
4. Questions to discuss or read up on relevant topics beforehand to allow you to contribute to the discussion and keep it flowing.

Use this space to prepare for the networking session(s):

Mentoring Action Plan

Name of mentee

Name of mentor

Mentee's Long Term Goals

Mentee's Short Term Goals

1.

2.

3.

Areas you would like to find out about your mentor (eg. aspirations):
(Mentoring is a two-way street: you establish a stronger mentoring relationship when you have an understanding of your mentor.)

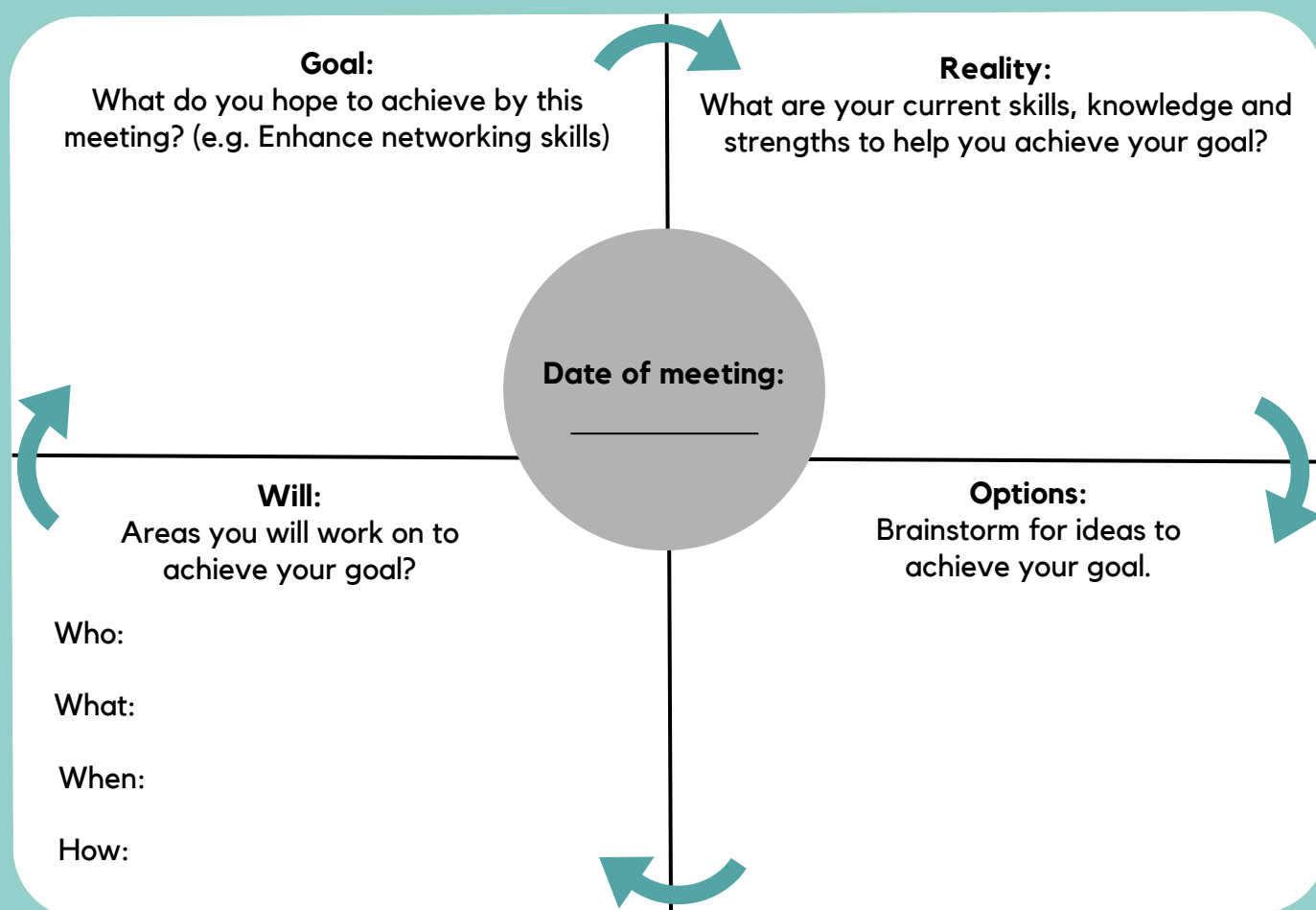
Mentorship Agreement

(This can include development plan, scheduling, preferred modes of communication etc.)

First Meetup (Recommended in Sep - Dec)
Use this space to prepare before your mentoring session:



GROW Model - A 4-step model: identify the outcome you would like to achieve, what are the talents and/or challenges faced, explore what you and/or your mentor can do

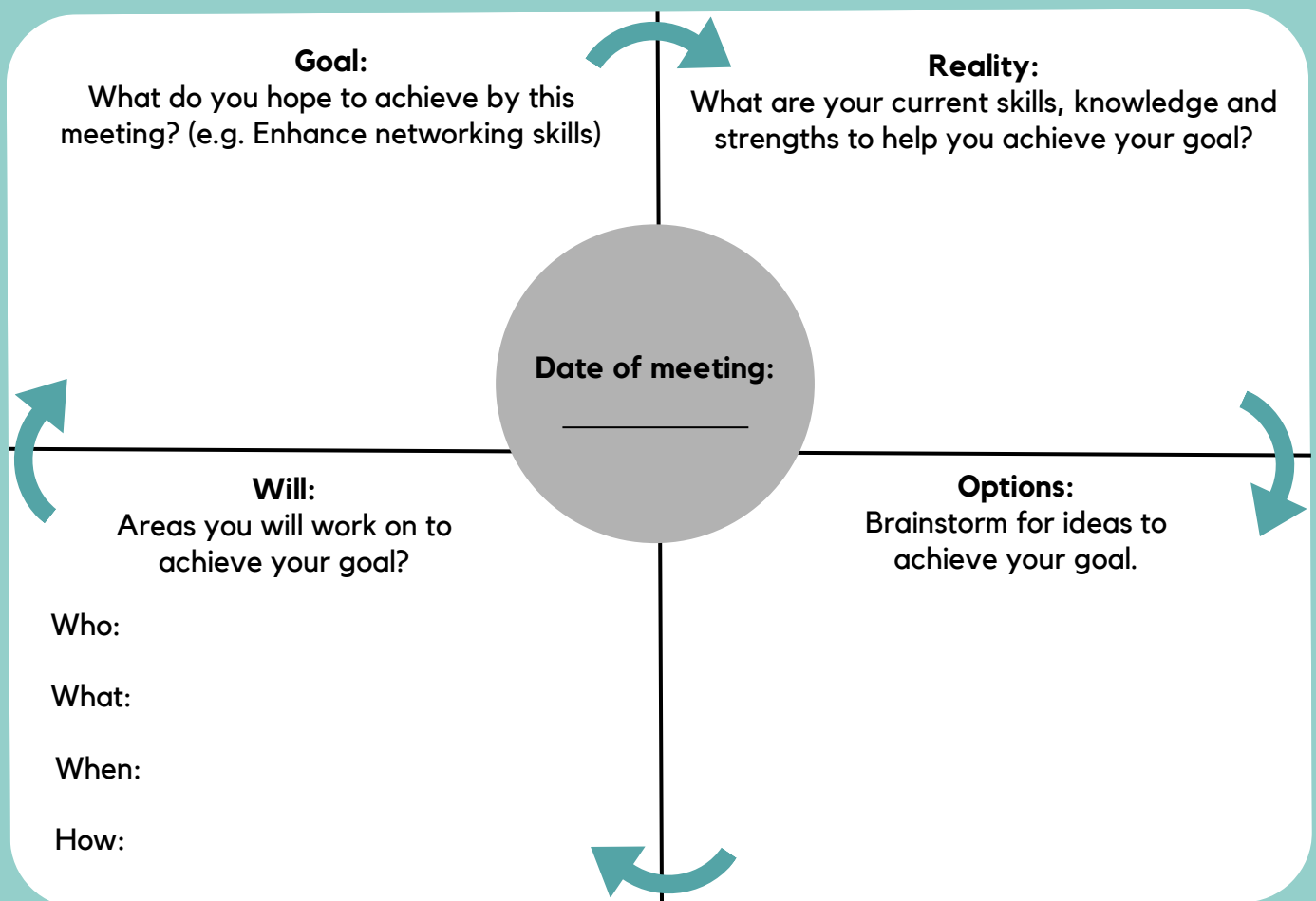


Reflections:

Second Meetup (Recommended in Jan - Mar)
Use this space to prepare before your mentoring session:



GROW Model - A 4-step model: identify the outcome you would like to achieve, what are the talents and/or challenges faced, explore what you and/or your mentor can do

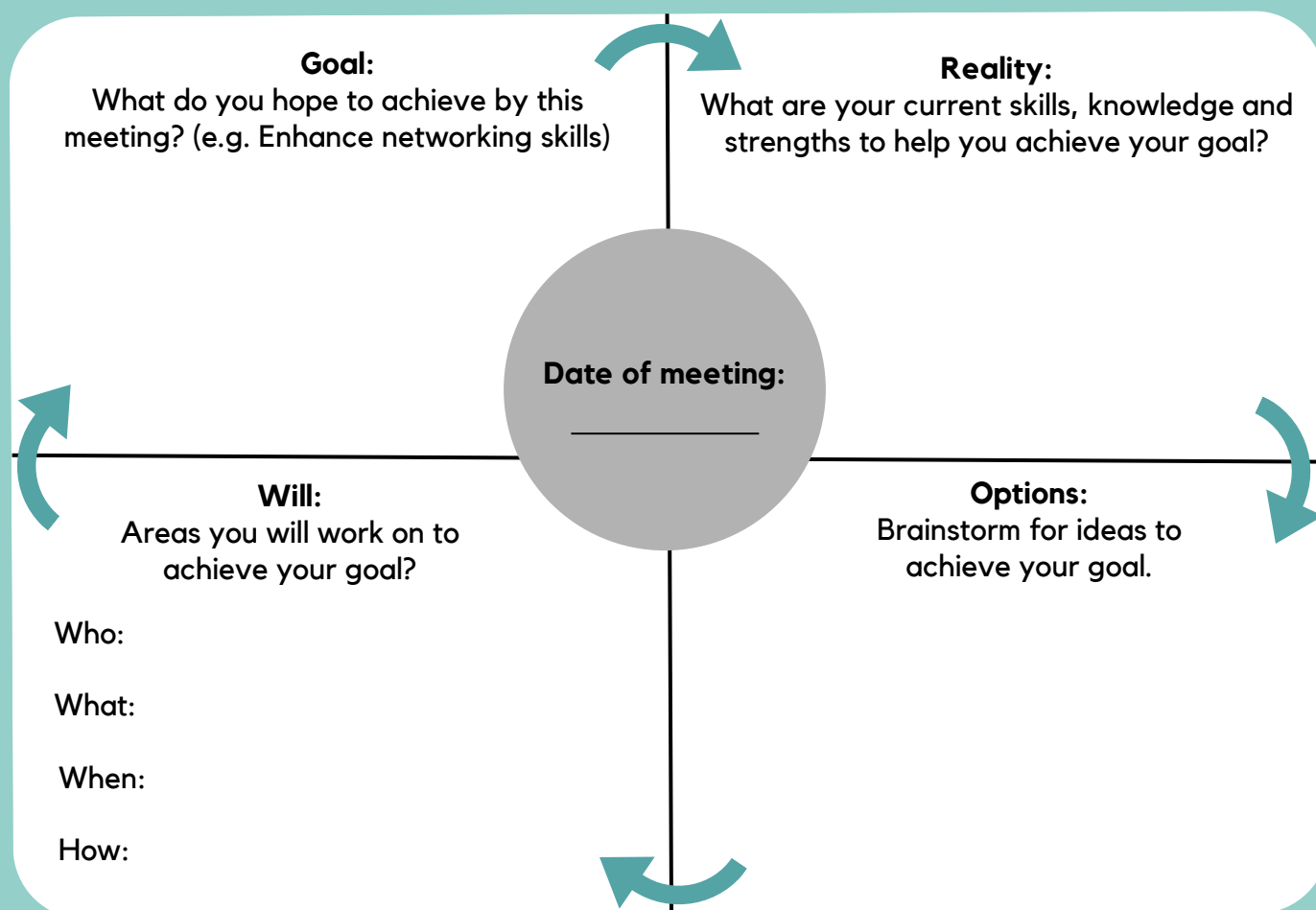


Reflections:

Third Meetup (Recommended in Apr - Jun)
Use this space to prepare before your mentoring session:



GROW Model - A 4-step model: identify the outcome you would like to achieve, what are the talents and/or challenges faced, explore what you and/or your mentor can do

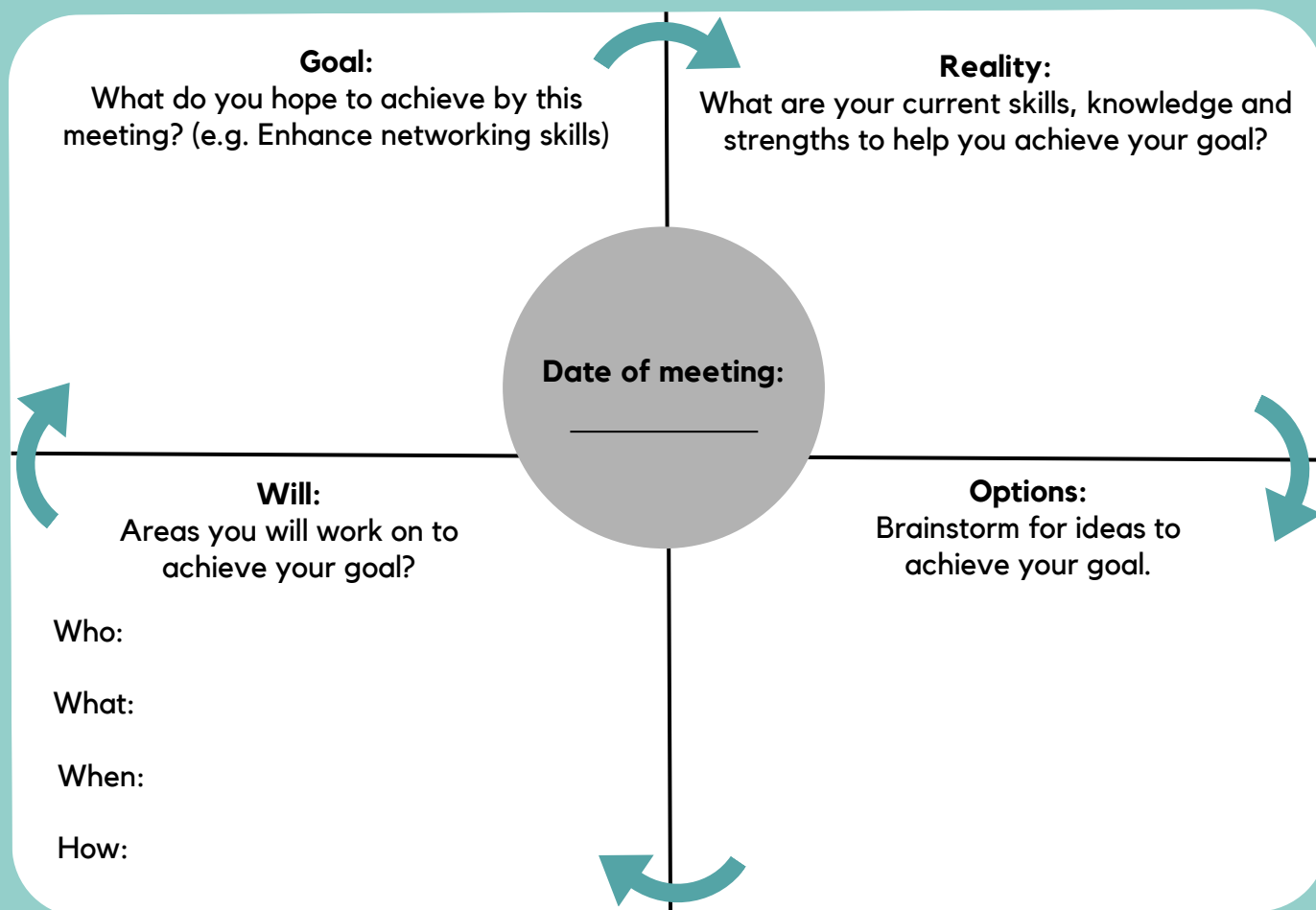


Reflections:

Fourth Meetup (Recommended in Jul - Sep)
Use this space to prepare before your mentoring session:



GROW Model - A 4-step model: identify the outcome you would like to achieve, what are the talents and/or challenges faced, explore what you and/or your mentor can do



Reflections: