

KEA MENTORSHIP PROGRAMME



KNOWLEDGE ALONE IS NOT ENOUGH. YOU NEED SKILLS.

kea
COPENHAGEN SCHOOL OF DESIGN
AND TECHNOLOGY

THE MENTORSHIP PROGRAMME

As a new initiative, KEA runs a mentor programme to assist KEA students in finding a relevant job in Denmark.

Our primary goal is to retain international students in the Danish labour market. We offer the mentorship programme to Danish and international students to help ensure that students get:

- a relevant student job as early as possible during their studies
- a relevant internship
- a relevant job within their specialist field shortly after graduation

In this brochure, you can read more about the role of the mentor and the mentee, and you can find overall guidelines and recommendations on how to go about the mentorship programme.

Kind regards
KEA's Mentorship team

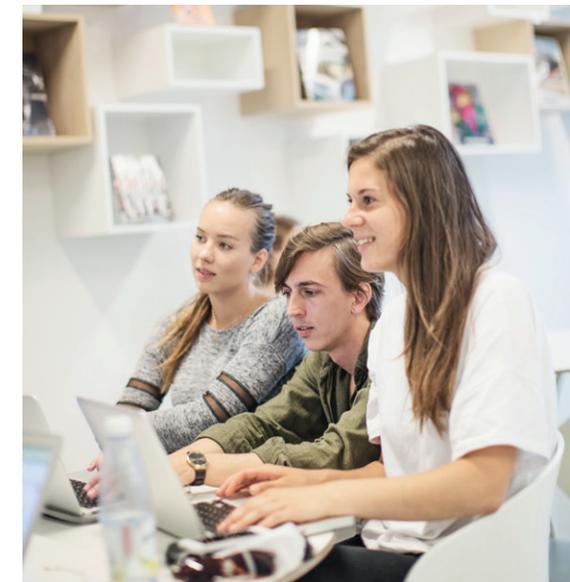
MENTOR

The mentor will try to help the KEA student improve his/her career prospects, and help allow space for personal development.

Mentors can contribute with knowledge from their own education and career path.

Although the mentor may be more experienced, the mentor and the mentee are two equal partners who can learn from one another.

The mentor is able to place himself/herself in the mentee's position and support and guide the mentee through facilitation.



WHY BECOME A MENTOR

As a mentor, you will get the opportunity to give valuable sparring to a KEA student and to make a difference for mentees in their studies, careers and personal lives. As a mentor, you will specifically be able to contribute to the personal development of your mentee and yourself, and create value for you both.

Being a mentor also gives you an opportunity to be a part of KEA's mentor network, and you will be invited to network meetings throughout the duration of the mentorship programme.

The purpose of the networking events is to give mentors the opportunity to meet and spar with each other. You will get new insights and inspiration for your mentor role through contributions from external speakers at the network meetings.

As a mentor, you get to:

- broaden your understanding of different business areas and other cultures
- expand your professional and personal network, e.g. with new talent
- follow your mentee's development over time
- challenge your own beliefs and expectations
- have a certificate of participation in KEA's Mentorship Programme



WHO ARE WE LOOKING FOR AS MENTORS?

Experienced KEA Alumni who are either entrepreneurs or employees, and:

- interested in taking on a voluntary mentor role for a KEA student and wanting to spar with the student from an early stage
- have work experience within their field of expertise
- Interested in facilitating in Danish and/or English
- able to allocate time for a minimum of one meeting per month throughout 6-8 months
- forthcoming towards mentees
- able to ask challenging questions that the mentee will reflect upon and learn from

How the mentee handles the advice is not the mentor's responsibility.

HOW TO GIVE FEEDBACK

- As a mentor, keep in mind that the mentee may find your feedback nerve-wracking, especially if you don't know each other that well
- Be prepared to explain the reasoning behind your feedback
- The mentee should walk away with a feeling of being able to grow and improve

An easy way to give feedback is to write postcards, where you give each other constructive input:

- I think it is good when you ...
- I think you could be better at ...
- Your biggest strengths as a mentor/mentee is ...

HOW TO GIVE GOOD ADVICE

- Encourage the mentee to reflect on his/her own situation
- Seek permission to give advice
- Pay close attention to your own advice
- Keep it short, to the point and be precise
- Make it clear that your advice can initiate a deeper dialogue
- After you give advice, help the mentee reflect on how to adapt it

MENTEE

A mentee is a KEA student in search for advice, knowledge or input on how to get a student job, an internship or a full-time job as a graduate.

A mentee is open to draw on the mentor's experience and inspiration – both personally and professionally.

WHY BECOME A MENTEE

As a mentee, you have the opportunity to:

- discuss career issues with an independent "third party"
- gain insights that may improve your personal development
- be challenged and to get feedback
- get encouragement and support
- use your mentor's experience to gain insight into a particular industry, position or professional qualification
- expand professional and personal networks

WHO ARE WE LOOKING FOR AS MENTEES

A mentee is a KEA student who takes his/her future seriously, is interested in personal development and willing to learn.

A mentee is also someone who is prepared to share his/her learnings with the mentor.

The KEA mentorship scheme focuses on three groups of students:

- Students in search of an internship
- Students on their final semester
- International students



MENTEE GUIDELINES

As a mentee, you can ask for help on:

- How to clarify your competences
- How to build a CV
- How to write an application letter
- How to approach companies
- How to follow-up on your application
- How to prepare for an interview
- How to emphasise your skills
- How to handle a rejection



CONFIDENTIALITY

The mentor and the mentee both have a duty of confidentiality.

Mentors have a moral obligation towards their mentee. Therefore, if mentors talk to others about their mentee, they must do so anonymously. However, there may be occasions when the parties agree that a specific topic discussed during a meeting can be discussed with others.

The mentorship meeting should always be considered a sacred place, where everyone can rest assured that the other party will not share the discussions with others. This duty of confidentiality gives a peace of mind, allowing both the mentor and the mentee to be completely open, and ensuring that they both get the most out of their relationship.

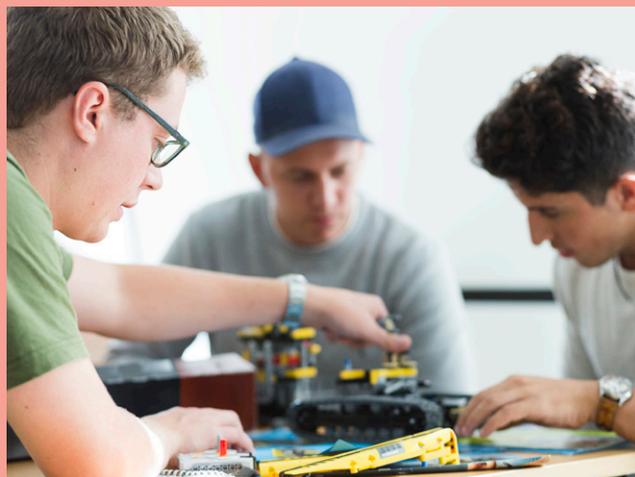
Should there be any issues that neither the mentor nor the mentee knows how to handle, please contact KEA mentorship team.

KEA'S ROLE

KEA has the overall responsibility for KEA's Mentorship Programme and handles the recruitment of both mentors and mentees.

KEA also pairs the mentor and the mentee based on common guidelines and will continuously support the mentorship relation as well as the mentees' learning and reflection processes.

KEA hosts mentor network meetings and assists with consultation and inspiration when needed, both before and during the mentorship process.



GENERAL GUIDELINES

A mentoring relationship is a professional relationship, which means that you need to match your expectations and clearly make a distinction between what you talk about and what you don't talk about. There are three zones of focus: the private, the personal and the professional zone.

At your first meeting, we recommend that you set some predefined limits regarding your personal boundaries. This has proved very important for mentorship relations.

Mutual expectations

- Try to match expectations at your first meeting
- Choose to prioritise time with the other person
- Agree on how many meetings you should have, how long the meetings should be and how to go about the meetings.

MEETING PREPARATIONS

Preparation is essential for effective and impactful meetings. We recommend that you spend time before the meeting reflecting on your role and on what you can do to make the best out of the Mentorship Programme.

We recommend that the mentee takes the initiative to organise meetings. You agree on a date, and then the mentee should send an agenda to the mentor prior to the meeting, as this will help both parties prepare what to discuss.

It is helpful to start building a connection between the mentor and the mentee from an early stage. Behind a successful mentorship relation lies a connection based on trust and respect, which will enable impactful and rich conversations.

WHAT TO CONSIDER

- Be open-minded
- Push aside any prejudice or stereotyping
- Share what drives you, what is important in your life, what you enjoy and also what frustrates you
- Share expectations on how to ensure that you are honest with one another and respect each other's time.
- Agree to challenge one another and state your boundaries
- Commit to evaluating the relationship at intervals
- Create a sense of purpose
- Ask yourself if the frequency of your meetings is satisfactory
- Ask yourself if you feel you are true to the commitment
- Ask yourself if you ought to change something to make the meetings more effective

GOING FORWARD

Here you'll find other questions that you could benefit from asking yourself before the meeting.

FOR MENTORS

- How do I best encourage an open and trusting relationship?
- How can I best support and help my mentee?
- How can I create a learning space and best support my mentee in his or her decisions?
- What is my experience with facilitating development through conversation?
- How can I make sure that my mentee does most of the talking?
- How can I make sure not to impose my beliefs and viewpoints on my mentee?



FOR MENTEES

- Why did I sign-up to get a mentor?
- What issues do I wish to discuss with my mentor?
- How do I present my thoughts and issues to my mentor?
- What's important to me? What do I value most?
- What do I already know about this issue?
- What knowledge or understanding might help me become more aware and clear in my own mind?
- How can I help my mentor understand this issue?
- Do I have some practical examples I can share?



PREPARING FOR THE NEXT MEETING

FOR MENTORS

- Is there anything we still need to discuss from last time?
- Have I done everything I promised I would as a mentor?
- What kind of help do I think the mentee needs today?
- In which way can I be most helpful?
- What experiences do I have that could be helpful to include in the discussion?
- What topics does the mentee want to discuss?
- What or who can help?

FOR MENTEES

- Have I made an agenda and sent it to the mentor?
- Status – how is it going?
- Is there anything we still need to discuss from last time?
- Have I done everything we agreed I would do?
- What has been my biggest challenge since our last meeting?
- What topics do I want to discuss today?
- What do I need from my mentor?
- How can I best explain my issue to my mentor?
- Is there anything I need to bring?



SUGGESTED TOPICS TO DISCUSS

STUDY LIFE

- Study techniques, structure, group work, internship, project work, final project etc.
- Prioritisation of time (study/work)
- Dealing with stress/conflicts (dealing with high ambitions/expectations)
- Presentation techniques

CAREER

- First job/change in job
- Personal development
- Career paths
- Networking
- Competencies and competency development
- Project management and reputation management
- Job search, cv, applications, interviews, salary negotiation, staff development interviews, personal appearance, presentation techniques

WORK-LIFE BALANCE

- Prioritisation of time/task
- Efficiency
- Children/career
- Dealing with stress/conflicts
- Personal appearance

CAREER IN DENMARK AS A FOREIGNER

- Job search
- CV, application, preparation for interviews
- Career path

- Culture and integration
- Networking

CAREER ABROAD

- Job search
- CV, application, preparation for interviews
- Career path
- Culture
- Integration
- Networking

SELF-MANAGEMENT/SELF-ASSESSMENT

- Prioritisation of time/tasks
- Career path

STARTING YOUR OWN BUSINESS

- Going from idea to product
- Registering for a company registration number
- Taxes etc.

SUMMARISING THE CONVERSATION

- This will give both of you the chance to reflect on what you are taking home from the meeting.
- Try this framework:
 1. Issues (what we discuss)
 2. Ideas (what creative thinking occurred)
 3. insights (what shifted in how you see the issue)
 4. Intentions (what are you going to do differently as a result).

EVALUATING THE RELATIONSHIP

CONSIDER THESE QUESTIONS

- Have we made sufficient progress?
- How have the mentor meetings helped us?
- Have we been well enough prepared for the meetings?
- Have we taken enough time to reflect after the meetings?
- Did we create the right amount of trust, openness and honesty?
- Did we challenge one another?
- Did we go deep enough (and not too deep) into the discussions?
- How well did we manage the boundaries?

WHAT IF IT DOESN'T WORK?

Both parties have the right to terminate the relationship after the first meeting. However, it has been seen many times that it is only after the second or third session that it is possible to assess whether the match is right.

Reasons why a mentorship relation might fail to work:

- If the chemistry is missing
- If the mentor feels inadequate to contribute to the mentee's needs
- If the parties are unable to prioritise time for the scheme
- If there has been a breach of confidentiality



**KNOWLEDGE
SKILLS
EMPLOYABILITY
NETWORK**

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