



CIT Joint Mentorship Programme 2016-2017

**CIT Alumni Office
&
CIT Careers Service**

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Programme Contacts

CIT Alumni Office

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CIT Careers Service

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About Us

CIT Alumni Office

The CIT Alumni Office supports and develops alumni relations activities at CIT while also encouraging links between graduates and the Institute. The Office also supports and develops the ever growing CIT Alumni Association (association of former students) which enables graduates to keep in touch with developments at CIT and maintain contacts with friends, classmates, and faculty staff from college days.

www.cit.ie/alumni

alumni@cit.ie

CIT Careers Service

CIT Careers Service is a free and confidential service committed to supporting and encouraging students to reach their academic and personal potential.

The Careers Service works with Students, Employers and the wider CIT community to provide student-centred, careers education and guidance for the benefit of the individual's professional and employability skills development.

The Careers Service is available to all full-time registered students of the Institute, as well as Apprentice, Springboard and ICT Skills students. In addition to this, the service also provides guidance to graduates, who were full-time students, for up to one year after completing their qualification.

www.mycit.ie/careers

What is Mentoring?

Mentoring is a developmental relationship which provides guidance and support to a less experienced individual through the sharing of information, knowledge and expertise by a more experienced party. Mentoring focusses on enhancing an individual's personal and professional skills and potential, while also developing industry awareness and knowledge.

What is a Mentor?

A mentor is a more experienced individual with professional knowledge and capabilities, who is willing to enhance a less experienced person's development through guidance, support and the sharing of knowledge and insight.

What is a Mentee?

A mentee is the recipient of shared knowledge and expertise from an individual with professional experience and insight. The mentee actively engages with the mentor in order to learn new skills and develop their own professional potential.

CIT Joint Mentorship Programme

The CIT Joint Mentorship Programme is a voluntary extra-curricular activity. CIT Alumni Office and CIT Careers Service act as facilitators for the programme.

The CIT Joint Mentorship Programme is an interactive learning experience provided to students to assist them in their personal and career development, enhancing the knowledge gained through third level education.

The Mentoring Partnership

Each mentoring relationship involves two people to facilitate an exchange of business experience, knowledge and expertise, and career advice. A mentorship pair consists of a mentor (graduate) and mentee (student).

Your Mentor

The mentor acts as a role model for the student and shares his/her personal and business experience and guidance.

Benefits

Mentorship is designed to help you make contacts in the business community and to provide you with an opportunity to enhance your professional skills outside of the lecture hall.

Mentor and Mentee Schedule of Events

The CIT Joint Mentorship Programme will occur over a six-month period, from November 2015 to April 2016.

Participation:

- All Mentors and Mentees are asked to attend the initial *Programme Launch* in November 2015 as well as the *Programme Closing Event* in April 2016, which will be held on the Bishopstown Campus, CIT.
- We also ask that Mentors try to facilitate one *work-shadowing day* for their Mentee within their place of work over the course of the programme.
- Mentees are asked to take responsibility for organising the *Mentor and Mentee Monthly Meeting/Contact*.

	Event	Date	Location
1.	Programme Launch & Mentor/Mentee Introduction	Wednesday, 26 th October 2016	5.30pm – 6.30pm Venue TBC
2.	Mentor & Mentee Monthly Meeting/Contact 1	December 2016	To be agreed by Mentor & Mentee
3.	Mentor & Mentee Monthly Meeting/Contact 2	January 2017	To be agreed by Mentor & Mentee
4.	Mentor & Mentee Monthly Meeting/Contact 3	February 2017	To be agreed by Mentor & Mentee
5.	Mentor & Mentee Monthly Meeting/Contact 4	March 2017	To be agreed by Mentor & Mentee
6.	Mentor & Mentee Monthly Meeting/Contact 5	April 2017	To be agreed by Mentor & Mentee
7.	Mentee Presentation – 10 Minutes (Programme Reflection & Learnings) & Programme Closing Event	TBC	CIT – (Evening-time Event - 2 hours)

Additional Careers and Employability Support for Mentees:

Mentees can avail of the following careers and employability workshops and one-to-one sessions through the CIT Careers Service;

- Employability Works Programme
- Self-Awareness and Reflective Practice
- Preparing a Targeted CV
- Networking and Pro-active Job-hunting
- Effective Interview Skills
- Effective Problem-solving

Please contact Treasa Morgan or Maria Nugent, Careers Service to book any of the above activities.

Questions and Answers

What is the Mentorship Programme?

The Programme provides students and mentors with an opportunity to meet, discuss career goals and network, while assisting students to enhance their professional skills.

How long does the programme last?

The CIT Joint Mentorship Programme will run for six months (November 2016 to April 2017).

What is the cost of participation?

The cost of all programme events will be covered by CIT Alumni Office and CIT Careers Service. Additional costs incurred outside the organised events on campus are at your expense.

Will transportation to events be provided?

All events will take place on the CIT Bishopstown Campus. Students and mentors should coordinate transportation for their work shadowing day.

Will I receive a certificate for the Programme?

On completion of the programme, both Mentors and Mentees will receive a certificate of participation.

Who should I contact if I cannot attend an event?

Alumni should contact CIT Alumni Office (021 4326586 or alumni@cit.ie) and students should contact CIT Careers Service (021 4335774 / Treasa.morgan@cit.ie or 021 4335787 / Maria.nugent@cit.ie)

Who are the Mentorship Partners?

CIT Alumni Office and CIT Careers Service have collaborated to coordinate and facilitate the CIT Joint Mentorship Programme.

Will there be an evaluation of the Programme?

There will be an official evaluation on completion of the programme.

Activities

Together as mentors and CIT representatives, we will provide a programme of events to particularly support students in the mentoring relationship. The events have been selected to provide students with a variety of experiences outside the classroom including networking, work-shadowing and delivering a presentation, to name but a few.

In addition to the CIT campus events, each Mentor/Mentee pair should work together to set goals for their individual meetings/contact during the programme. Mentors should outline to their mentee how they are willing to help them and the kind of information or support they can offer.

The following is a short list to start you thinking about what your goals and activities might be during your Mentor/Mentee relationship;

One-to-One Activities

- Give advice on CVs and letters of application
- Practice interview techniques
- Conduct interview role-plays
- Take a tour of the company or customer facilities
- Share business experiences and insights
- Shadow your mentor for a day
- Attend company events as appropriate
- Attend community/volunteer events that the organisation is involved in
- Act as a sounding board by providing constructive criticism and honest advice
- Act as a reference for your mentee
- Organise student interviews within the Mentor's company for students to interview various colleagues
- Introduce students to other professional colleagues
- Work on a project at the Mentor's company for experience – no payment should be sought

Benefits to Mentees

- Work with an experienced role model from the business community.
- Gain an insight into the workplace and link your academic programme to the world of work.
- Increase your understanding of the entrepreneurial spirit and the range of business opportunities available.
- Strengthen your confidence and self-awareness, and improve your interpersonal and presentation skills.
- Add the programme to your CV and stand out from the crowd.

Mentee Roles and Responsibilities

CIT Alumni Office and CIT Careers Service have collaborated to provide you with an excellent programme of events to support the mentoring relationship. However, the only person who can ensure personal reward from the programme is you! We encourage you to use the guidelines below to make your experience a success.

General

- Commit to attending all programme events.
- Be proactive and willing to meet your Mentor at their convenience.
- Discuss your goals and expectations.
- Contact your Mentor. This may require persistence on your part due to busy schedules. Leave messages that inform him/her when and how to reach you.

Meeting your Mentor

- Take responsibility for initiating regular contact with your Mentor.
- Arrive prepared with questions about the company, industry, Mentor's job, etc...

Professional Approach

- Act in a professional manner at all times.
- Return calls and emails in a timely fashion.
- Ensure you are on-time for all meetings.
- Mentors should not be asked for job leads.
- Keep a reflective journal of your experiences. This will help you to prepare for your presentation at the end of the programme.

Contact Details

- Watch your email throughout the programme for important Mentorship Programme instructions and updates.
- If your contact information changes during the programme, please contact CIT Careers Service to update your information so you will receive all the necessary programme information.
- Please contact CIT Careers Service if you have any concerns about the Mentor/Mentee relationship.

Benefits to Mentors

- Participate in a unique programme connected to both CIT Alumni Office and CIT Careers Service.
- Share your experiences with people interested in your area of business.
- Establish/re-establish a link with the Institute and CIT Alumni Office.
- Network with other Mentors and colleagues from other industry sectors.
- Keep up-to-date with academic developments in your area of business.

Mentor Roles and Responsibilities

To successfully achieve the goals of the programme, all participants must work together. Without the support and dedication provided by the mentors, we could not provide the CIT Joint Mentorship Programme.

CIT Alumni Office and CIT Careers Service are committed to providing an excellent programme of events to support the mentoring relationship.

We ask that each mentor facilitates the following areas as part of the Mentor/Mentee relationship;

- Commit to attending two programme events in CIT (i.e. the Programme Launch and Programme Closing Event) to allow your student to get the full benefit of the programme.
- Establish the needs and expectations of your Mentee.
- Work with the Mentee to help them develop and establish realistic career goals.
- Where appropriate, promote your Mentee's accomplishments to others in your department and organisation.
- Give constructive criticism as well as praise.
- Teach your Mentee how to seek career help.
- Be willing to provide support for people different from yourself. Avoid the temptation to assist only those who are most similar to you.
- Encourage your Mentee to explore new areas.
- Follow up on commitments made to Mentees.

Contact Details

- Please contact CIT Alumni Office if you have any concerns about the Mentor/Mentee relationship.

Student and Mentor Goals

It is recommended that you as a Mentor/Mentee initially set individual goals and then together agree on specific goals for the CIT Joint Mentorship Programme.

This template can help you to map out your Mentorship Programme goals and expectations.

Achieve your goals the SMART way!

SMART goals are:

S	<i>Specific</i>
M	<i>Measurable</i>
A	<i>Achievable</i>
R	<i>Relevant</i>
T	<i>Time-bound</i>

	Identify your SMART Goal	Reaching your Goal: Action Steps	Time-frame	Obstacles	Resources	Evidence of Success
1						
2						
3						
4						
5						