

# MENTORING HANDBOOK

Everything you need to know to make the most of  
your mentoring experience this year!





# Introduction

*Huddersfield Business School's Mentoring Scheme* has been created to give final-year students from all business-related subject areas access to an industry mentor to support them in their final year at university, particularly in terms of managing the transition from student to graduate.

The mentoring relationship will take place between **November and February 2025**, with the industry mentor ideally able to offer final-year students a range of post-graduation related support, such as industry-specific advice, application support, confidence building and help with building their professional network.

**This handbook provides an overview of how the mentoring scheme will run, what the training for mentors will involve, expectations and suggestions for mentoring activities and details of the support available from the university.**



# Contents

|                               |   |
|-------------------------------|---|
| The what and why of mentoring | 4 |
| <hr/>                         |   |
| Your role as a mentor         | 6 |
| <hr/>                         |   |
| The mentor-mentee journey     | 8 |
| <hr/>                         |   |
| Mentor training and resources | 9 |

# The what and why of mentoring

For the purpose of this scheme, we are referring to mentoring as a professional relationship where one person (the **mentor**) supports another person (the **mentee**) with their learning, progress and development.

For Huddersfield Business School's Mentoring Scheme, we have chosen to target this support at our final-year students currently studying across all business-related subjects, with a view to providing the following:

- ▶ An opportunity to meet multiple industry contacts via a '**Meet the Mentors**' event taking place in November 2025.
- ▶ Pairing each final-year student who signs up to the scheme with an individual industry mentor, who they will form a mentor-mentee relationship with between December-February 2026 (the duration of the scheme) and beyond, if both parties agree to this.
- ▶ As part of the mentoring period, mentees will be asked to arrange online or face-to-face meetings with their mentor around once a month, so that they are ideally meeting a minimum of three times over the span of the mentoring scheme—in these meetings, there are a number of things the mentor and mentee may work on together, which we'll cover further down this guide.

We know from speaking with our final-year students and recent graduates that the final year of university can often be a bit of a whirlwind, with dissertations, exams, job searching, accommodation planning and the impending transition to graduate life difficult to balance. With this in mind, we have decided to target our **Mentoring Scheme** to support final-year students with their transition from student to graduate, as they work with their mentor on the following areas:

- Considering their next steps after completing their degree studies
- Developing a better understanding of what graduate roles entail
- Overcoming any perceived or genuine barriers regarding their next steps
- Feeling more confident about what moving into the workplace will be like
- Gaining knowledge of what different industries/occupations involve
- Building confidence in networking and graduate recruitment processes

As one of our mentor volunteers, you may already have some experience of mentoring/coaching junior colleagues or students/graduates. We will be looking at a coaching approach to mentoring, which combines some of the different facets of the two disciplines:

| Mentoring  | VS | Coaching   |
|--|----|--|
| Can be more informal, with meetings taking place as and when the mentee feels needed |    | Generally more structured with meetings scheduled on a regular basis             |
| Mentor usually passes on experience and is normally more senior                      |    | Coach doesn't necessarily need experience of coachee's desired job role/industry |
| Agenda is set by the mentee, with the mentor providing support and guidance          |    | Agenda focused on achieving specific, immediate goals                            |
| Revolves around developing mentee professionally                                     |    | Revolves around specific development areas                                       |

# Your role as a mentor

As a mentor, we feel you have a lot to offer final-year students in terms of helping them manage their transition from student to graduate, which could include providing advice and information regarding your mentee's personal and professional development, challenging misconceptions and/or signposting to relevant resources/sources of support.

Whichever tools and techniques you might use when working with your mentee, the focus should always be on empowering your mentee to take charge of their own career development, using your empathy, active listening and interpersonal skills to build a strong, effective working relationship.

The role of the mentor can involve:

- Listening to your mentee
- Asking questions to draw out more information
- Providing information regarding industries/occupations
- Facilitating networking opportunities
- Offering support and encouragement
- Providing a different perspective
- Sharing your personal experience, when appropriate
- Making suggestions, where appropriate

**All students have access to a Personal Academic Tutor and other support through the university during their degree, so you will not be expected to provide any support of this nature during the mentoring scheme.**

## Considerations for Mentors:

**Confidentiality** - Conversations with your mentee should be treated as confidential, with the exception of safeguarding concerns for the mentee/yourself.

**Social Media** - If your mentee is interested in connecting with you via any professional social media channels, such as LinkedIn, this is naturally something we would encourage. However, we would advise not connecting with your mentee on personal social media channels over the duration of the mentoring scheme.

**Objectives for Mentoring Sessions** - As part of the training for mentees, we will be asking them to attend their first meeting with you with a list of their objectives/what they want to get out of the mentoring scheme.

## Benefits of Mentoring:

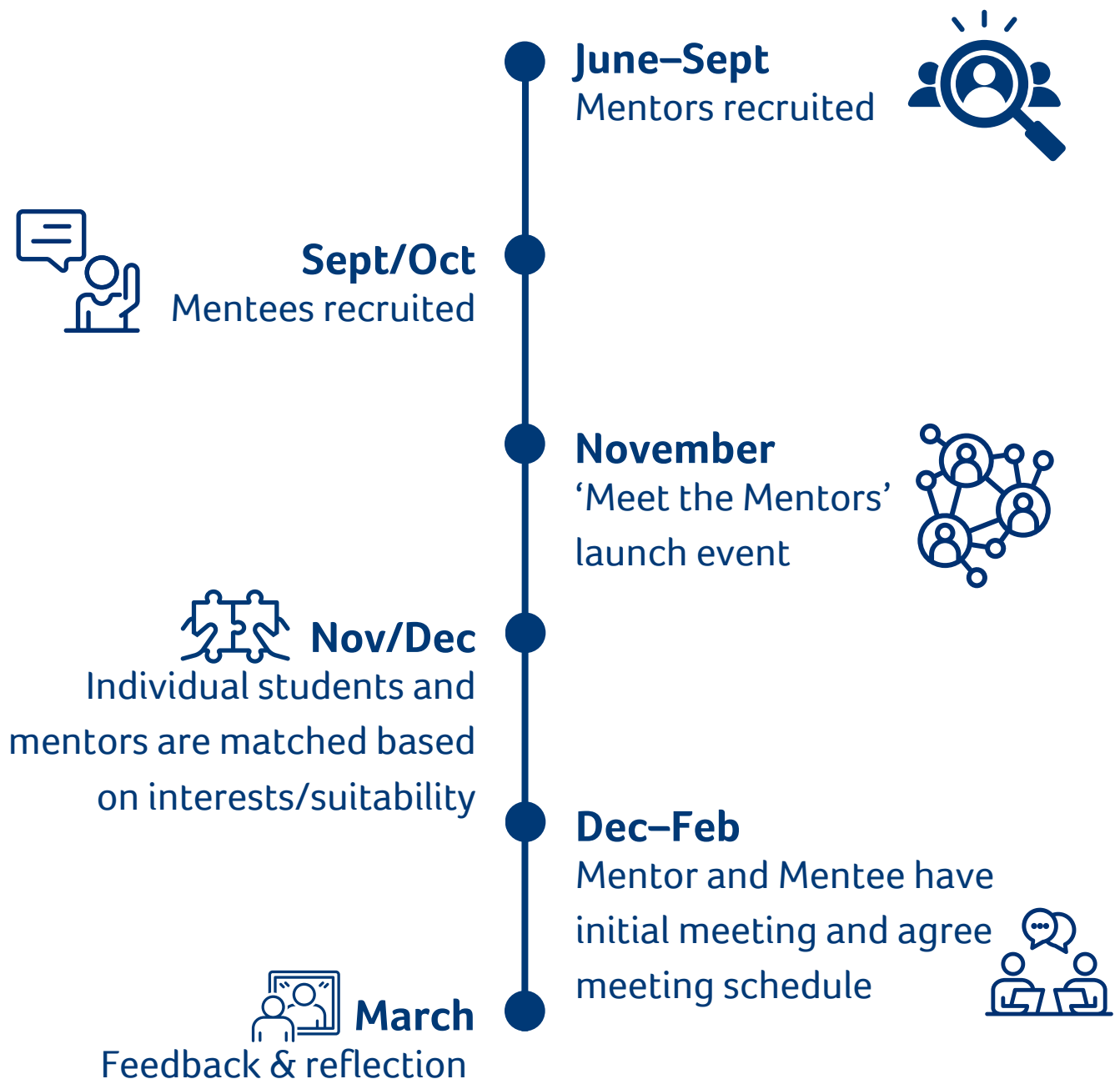
Mentoring is a two-way street. While your mentee benefits from your support, you too will experience personal and professional growth. Becoming a mentor can:

- Enhance your leadership and communication skills
- Provide a sense of fulfilment by helping someone reach their potential
- Strengthen your organisation's Corporate Social Responsibility initiatives
- Offer opportunities to give back to the community
- Expand your professional network
- Positively impact your organisation's reputation and brand

Whether you're an experienced professional or an emerging leader—mentoring is a meaningful way to make a difference—both in someone else's journey and in your own.



# The mentor-mentee journey





# Mentor training and resources

It is important to note that each mentoring partnership is unique and what is covered is decided between mentors and mentees. With this in mind, we have provided bite-sized training resources for mentors that can be easily accessed via our [webpage](#) and used as a quick reference.

The resources will focus on the following areas:

- ▶ Understanding the mentoring process
- ▶ Understanding your role as a mentor - what is a solution focused approach?
- ▶ Key mentoring skills
- ▶ A model for mentoring: Introducing 'AJA'
- ▶ Reviewing / evaluating your mentoring relationship



# Meet the Mentors Event



The Meet the Mentors event is the official launch point for this year's Mentoring Scheme and is an opportunity to network with fellow mentors and meet our pool of mentees, one of whom you will be paired with as part of the mentoring scheme.

Date: Wednesday (TBC) November 17:00 - 19:00

Location: Charles Sikes Building, University of Huddersfield, Queensgate, Huddersfield, HD1 3DH

## Event Timings

15:00: Mentee arrival and information

17:00: Mentor arrival

19:00: Event closure

Refreshments will be provided at the event, which will include time for informal networking, an overview of the scheme and structured opportunities to talk with all of our prospective mentees.

# Mentor training and resources

## Kicking off your first meeting!

The purpose of the first mentoring meeting is to give you and your mentee an opportunity to get to know each other better and agree on the content you may want to cover as part of any future meetings. The following agenda is not exhaustive but can be used as a starting point:

### 1. Getting to know each other

Mentor and Mentee explain their background and what they are hoping to get out of the scheme.

### 2. Monthly meetings

Discussing how the meetings will be arranged, whether they will be virtual, face-to-face, who will organise, process if someone can't make the meeting etc.

Contact may be more than this if you both agree.

### 3. Ground rules

A chance for you as a mentor to discuss boundaries and any potential limitations/restrictions that may impact on the mentor-mentee relationship.

### 4. Set objectives and focus

**Mentee** - Identifies the areas they feel they would benefit from covering with their mentor and any particular questions they want to ask.

Some mentees may have a very clear idea of what they want to achieve, however some may need some support to figure out their next steps.

**Mentor** - Do you have any suggested topics you think may help your mentee or are you happy with what is proposed?

### 5. Any other business?

### 6. Scheduling your next meeting

# Guide for meetings

The suggestions below are intended to help structure your meetings. Each mentoring partnership is unique, so feel free to adjust and tailor your meetings as needed to ensure that you both are gaining the most value from the experience.

## Month 2

Things to consider:

- Start working on agreed goals.
- Has your mentee shared their CV/covering letter or LinkedIn profiles with you?  
- provide constructive feedback.
- Do they need help developing specific skills?
- Are there any resources you can share with your mentee to help them develop their skills?
- Discuss any tools they may have used (e.g. personality tests, career assessments).
- Are there any areas of development that need focus?

## Month 3

Things to consider:

- Any additional resources you could recommend tailored to evolving goals?
- Encourage networking opportunities: events, online communities
- Could you suggest any next steps for your mentee?
- Reflect on their journey
- Could you recommend any useful connections they follow on LinkedIn?
- Decide if and how you will stay in touch

Let the team know if you have any questions during the scheme, or are facing challenges, and we will do our best to support you.



# Potential discussion topics for mentoring meetings

## Career Planning

- Pathways the mentee is looking to pursue after university
- Reflections/advice that helped you in terms of managing your career
- Discussing the potential benefits and drawbacks of the options they might be considering

## Graduation

- How the mentee is feeling about life after finishing their studies
- Discussing any concerns/anxieties they may have about moving into the workplace e.g. feeling 'hybrid ready'
- Goals they may want to achieve before finishing their degree

## Barriers/Challenges

- Perceived or genuine barriers that may hamper the mentee's next steps e.g. confidence, health, disability, knowledge gaps, mobility etc.
- Strategies for coping with challenges in the workplace e.g. employment rights, negotiating salary, workplace etiquette

## Networking

- Suggestions for making contacts in industry
- Suggestions for how to use social media to build a professional network
- Events and other ways to grow a network within a specific industry
- Connecting the mentee to any of your contacts who may be appropriate

## Industry

- Discussing your job role/industry/sector of work in more detail
- Exploring work experience/volunteering opportunities the mentee might be interested in
- Discussing job search strategies and aspects of the recruitment process
- Signposting to useful contacts or resources related to industry

# Signposting

## Careers & Employability

Offer support to students and graduates for life, including 1:1 appointments:

- Exploring different career pathways linked to interests
- Making career decisions
- Tackling the recruitment process e.g. CVs, interviews

[Visit the Careers and Employability Support webpage](#)

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## Hud Enterprise

Offer support to students and graduates for life, including:

- 1:1 appointments with business start-up advisors
- Enterprise workshops to develop business skills
- Access to business incubations space

[Visit the Enterprise webpage](#)

## Wellbeing and Disability

Offer a range of support for students, including:

- Queries regarding assistive technologies and support with disabilities
- Wellbeing appointments and access to [Togetherall](#)
- Cost-of-living support
- Specific support for student parents and care leavers

[Visit the Wellbeing support webpage](#)

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## International Office

Support with visa/immigration advice and other queries international students may have:

[Visit the International Student support webpage](#)

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## Student Finance Team

[Contact the Student Finance Office](#)

# THANK YOU FOR YOUR SUPPORT!



Huddersfield Business School



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[Visit our website](#)