

# BC Mentoring Programme: HANDBOOK FOR MENTEES



2024-01-30 version 01, Biology Centre CAS

Dear mentees, thank you very much for your interest in participating in the Mentoring Programme of the Biology Centre CAS. The BC Mentoring Programme is designed to provide a framework for interaction between mentor and mentee with the aim of supporting, via mentoring, the mentee's professional and career development outside of the supervisor-employee relationship. Please, find below a brief summary of the BC Mentoring Programme and some inspiring examples of what to do and what is better to avoid. Please do not hesitate to contact the coordinator **Tina Vrabcová**, +420 38 777 5068, [mentoring@bc.cas.cz](mailto:mentoring@bc.cas.cz) for any support.

## General principles of mentoring

Mentoring is defined as the patronage, influence, guidance, or direction provided by a mentor. A mentor is someone who teaches or gives help and advice to a less experienced and often younger person, a mentee, and influences his/her personal and professional development. The role of the mentor is highly variable and depends on the specific needs and goals of the mentee. Mentoring is characterised by mutual respect and is based on open and trusting communication.

## Rules of the BC Mentoring Programme

- Participation is voluntary.
- The maximum number of mentors per mentee is two, but at the beginning starts with one mentor.
- You may leave the programme or request a change of mentor at any time by sending an email to [mentoring@bc.cas.cz](mailto:mentoring@bc.cas.cz). In the latter case the request is to provide a justification for why a different mentor is to be approved.
- Your communication with the mentor should be respectful, considerate, honest, punctual, clear, polite, friendly, confidential, and constructive.
- The frequency of meetings and the way you communicate with the mentee is up to mutual agreement.
- The mentor-mentee in-person meeting is usually to take place once a year.
- BC is to reimburse you with the travel costs of one visit to your mentor's workplace per year.
- All information you provide to the mentor is to be confidential. The mentor is to undertake to keep such information confidential, and not to disclose it to any third party.

## A mentee is expected

- to be active, curious, and respectful. Then, you can be successful in your mentoring journey.
- to clarify your goals.
- to initiate and arrange regular online and/or in-person meetings and consultations with the mentor.
- to show openness to the experience and advice of your mentor.
- to allow your mentor time to respond.
- to let your mentor know how you are applying his/her advice.
- to respect the professional boundaries of the relationship.

## Your mentor is expected

- to be a coach, guide, role model, and supporter.
- to ask probing questions, to challenge your thinking, and to explore alternative perspectives.
- to identify your leadership style, attitudes, strengths, and weaknesses.
- to raise your awareness of the impact you have on others.
- to give and receive feedback, as needed.
- to develop strategies to overcome obstacles that you are facing.
- to provide good examples from which you can learn and be guided.
- to share experiences of his/her own successes and failures to show that making mistakes is an opportunity to learn.
- to help you to develop the connection you need to gain experience.
- to help you to find information or other resources that could be useful for solving your problem or achieving your goals.
- to provide and promote the development of your professional networks.
- to recognise achievements and celebrate success.
- to promote your self-esteem and self-confidence, to support you emotionally.
- to empower you as a leader, professional, and engaged citizen.

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**Be aware! You are fully responsible for your professional and career development not the mentor. The mentor can only give you feedback, ideas, experience, contacts, good examples, suggestions for approaches, tools, etc.**

## How to join the BC Mentoring Programme

- 1) Read basic documents “BC Mentoring Programme”, “Handbook for Mentees”.
- 2) Think about your short-term and long-term professional and career goals.
- 3) Fill in your Career Development Plan.
- 4) Find a relevant mentor from the list of mentors. If you want to have a mentor who is not on the list, ask for approval in adding the mentor to the list of mentors by sending an e-mail to [mentoring@bc.cas.cz](mailto:mentoring@bc.cas.cz).
- 5) Send your interest in the BC Mentoring Programme including the name of the preferred mentor and your Career Development Plan to [mentoring@bc.cas.cz](mailto:mentoring@bc.cas.cz).
- 6) After confirmation of your submission to the BC Mentoring Programme contact your preferred mentor.

## How to contact your mentor

- Briefly introduce yourself and your career situation.
- Briefly introduce your career goal. You can also mention your long-term career vision and the role of mentoring in its fulfilment.
- Introduce the steps that should help you to reach the goal and your specific idea of how the mentor can help you. Also describe your main motivation for the selection of the specific mentor.
- Emphasize that your mentoring plan is a proposal and that you expect to modify it based on a mutual agreement.
- Ask the mentor for his/her point of view. How can he/she help you with certain steps, or what other steps he/she suggests.
- Mention a few ideas what you can offer to your mentor in return.
- Ask the mentor if he/she has any idea what you could do for him/her in return.

## How to meet your mentor

- 1) Arrange a meeting with your mentor.
- 2) Fill in a Proposal for a Business Trip (standard procedure for business trips at BC).
- 3) Buy your tickets.
- 4) Spend the day with your mentor.
- 5) Fill in a Business Trip Statement and attach all of your tickets after your return.
- 6) Your travel expenses will be reimbursed.
- 7) Submit an Annual Mentoring Report with a summary of your meetings with the mentor and achievements to [mentoring@bc.cas.cz](mailto:mentoring@bc.cas.cz).

ASA MENTEE YOU ARE ENCOURAGED	PLEASE TRY TO AVOID
<ul style="list-style-type: none"><li>• to recognize that not everything your mentor says will be usable immediately.</li><li>• to ask your mentor to be critical.</li><li>• to talk through disagreements with each other.</li><li>• to ask for help identifying training, development, research, or access to key resources.</li><li>• to ask for help in promoting your visibility through attending key meetings or co-publishing research.</li></ul>	<ul style="list-style-type: none"><li>• assuming that your mentor has unlimited time for you.</li><li>• being defensive.</li><li>• talking so much that your mentor has no chance to give any input.</li><li>• assuming that mentors don't care if you are following their advice or not.</li><li>• rejecting what you don't like to hear.</li><li>• overstepping boundaries without permission.</li><li>• keeping quiet about difficult feelings or issues.</li><li>• being afraid to ask for help or access to opportunities and resources you see or need.</li><li>• asking for things that are irrelevant or unreasonable.</li></ul>