



Old Stoic Career Mentor Service

The Old Stoic Society runs a mentoring matching service for Stoics and Recent Leavers to connect them to Old Stoics excelling in their career, to provide advice and guidance. This document outlines the responsibilities and guidelines for mentors and mentees.

What is the purpose of mentoring?

Mentors can provide support, information and advice and share professional and personal skills and experiences. The Old Stoic Society helps to match a relevant and useful mentor to a current Stoic or recent leaver (mentee).

What will the mentor get out of it?

- Satisfaction from sharing knowledge and watching an Old Stoic develop
- Opportunity to review one's career progress, goals, achievements and skills
- Professional and peer recognition
- Opportunity to give back to the Old Stoic Society and Stowe
- Networking with other career mentors

What will the mentee get out of it?

- Increased skills and knowledge
- Access to Old Stoic contacts
- Enthusiasm for study/work
- Assistance with career planning and identifying job opportunities
- Increased self-confidence
- Experience with meetings situations and interviews

How does the mentor matching happen?

Stoics and Old Stoics looking for a Career Mentor need to send a copy of their CV and a covering letter to the OS Director, Anna Semler (Nugent 05). The covering letter should detail the below:

- Interests
- Subject Choices
- Career Aspirations
- Particular queries and questions you would like advice on
- Availability for meetings

Anna will engineer the mentor match, providing the contact details of the Mentor to the Mentee so they can instigate the initial conversation. It is recommended that the Mentee initiates the discussions by emailing the Mentor to start the discussion.

Before making contact with your Old Stoic Mentor, it is essential that mentees do the below:

- Research the Mentors website thoroughly
- Read the Mentors profile on LinkedIn

- Check relevant trade associations for background
- **Avoid asking broad or vague questions**

Who takes the initiative?

The mentoring partnership will focus on the needs of the mentee. For this reason the mentee is encouraged to take responsibility for driving the relationship, arranging meetings and for outlining what they would like to achieve and how they would like a mentor to assist them.

Mentors may need to provide encouragement to their mentee, particularly in the early stages of the partnership, or if they are unsure what they want to achieve or are reluctant to take up your valuable time. Just a quick email or phone call to see how they are getting on can help in this regard.

How long does the mentoring last?

Mentoring partnerships can last as long as is useful for both parties. Essentially, the Old Stoic Society aims to assist with initial contact and continuation of the relationship depends on the goals outlined by both parties at the offset.

How should we “meet”?

It is recommended that initial conversations take place over email, followed by meetings either face to face, via Skype, or by telephone. **For safeguarding reasons, Stoics are reminded that they need to include a member of Stowe staff or a parent/guardian in all communication with their mentor.** If meetings take place, these should happen with a parent/guardian present.

The OS Society recommends that all meetings take place in a public, open environment with other people present to protect both parties, such as a coffee shop or club or restaurant.

What do we do at the first meeting?

The first meeting is an introductory one, where mentor and mentee are encouraged to share background information and to explore ideas for the relationship to determine if it is likely to be rewarding and productive for both of you.

It is a good idea for mentors and mentees to exchange information about themselves: what you do, when you were at Stowe, and any other information about your professional or personal lives that you think may be relevant and are willing to share.

What are the important things to clarify?

In the first couple of meetings it is important to explore what you might like to achieve through the partnership and how you might like to operate as a pair. Things to discuss may include:

- How, when, where, how often, and for how long you will meet
- How formal/informal and how flexible you would like the relationship to be
- What goals the mentee has for the mentoring relationship

- What kinds of issues, tasks or projects the mentee might like to work on with their mentor
- What kind/how much contact you will have in between meetings, eg by phone or email

How can I be a good mentor?

- Be committed - make time for your mentee and ensure you are not interrupted
- Finish each meeting by making a time for the next one
- Be a good listener
- Find out about your mentee's background
- Tease out an issue or problem with your mentee and empower them to find their own solutions. Don't feel responsible for solving their problems for them.
- View mentoring as an opportunity to share experiences and ideas, and to see things from another person's perspective
- Encourage your mentee to meet with you even if they don't think they have key issues or problems to discuss. Simply meeting and talking may spark off ideas for you to work on together

How can mentees make the most of mentoring?

- View the mentoring as an opportunity to learn from someone else and to share experiences and ideas.
- Don't think of your mentor as someone to be approached only when you have difficulties or problems that need resolving
- Be pro-active and make the time for mentoring to work.
- Don't be discouraged if you and your mentor are unable to meet as frequently as you would like, or if meetings have to be postponed, etc
- Go into the relationship with some clear goals defined, no matter how big or how small

If you have any queries about this service, please email Anna Semler (Nugent 05) to discuss asemler@stowe.co.uk

It would be helpful to have your feedback and comments about the service for the Old Stoic Website, to encourage others to take up this opportunity and find more mentors. Please email testimonials to asemler@stowe.co.uk



Old Stoic Society