

The background of the cover features a stylized illustration of hands in shades of red and orange holding together large puzzle pieces. One hand is at the top left, another at the bottom right, and a third is partially visible at the bottom center. The puzzle pieces are in various shades of red and orange, creating a vibrant, geometric pattern.

INSPIRE
PCC
CAREER

MENTORING SCHEME

III EDITION



Polish
City
Club



FEDERATION
OF POLISH
STUDENT
SOCIETIES
IN THE UK

POLISH CITY CLUB

CAREER MENTORING SCHEME 'INSPIRE'

3rd edition, 2024/25 Handbook

The PCC Career Mentoring Scheme aims to assist Central Easter European students studying in the UK, offering guidance and support in their career aspirations and job application processes. This initiative empowers students to identify and pursue their next steps confidently.

Building on the success of our past editions, we are committed to expanding the programme further. Our previous mentees have achieved remarkable success, securing summer internships in various industries, including law, business, and consultancy. These placements encompass some of the most prestigious law firms and financial institutions in London and Warsaw.

Central to our mission is the provision of career advice and support in placement applications for our mentees. In response to the ever-growing competitiveness of the job market, we are actively exploring new ideas and potential partnerships. These efforts aim to introduce innovative opportunities for our mentees in the upcoming year.

This handbook serves to establish clear expectations for both mentors and mentees, offering a structured framework for our programme. Additionally, it includes topic suggestions to foster engaging and productive conversations during each mentoring session.

1. Eligibility

The PCC Career Mentoring Scheme started as a scheme that primarily catered to Polish students in the UK. We are delighted to be expanding the programme to welcome applications from students of other nationalities, especially from Central and Eastern European countries.

Preference is given to undergraduate students in their penultimate or final year, recent graduates, and current postgraduate students. While we accept applications from all

study areas, our mentors specialise in consultancy, banking, business, entrepreneurship, and law. This focus enables us to provide the most effective mentoring experience.

2. Application Process

To apply for the PCC Career Mentoring Scheme, please complete the application form found at [Polish City Club Mentoring](#). The application requires you to answer three specific questions and attach your CV. Keep your responses concise, with a maximum of 150 words per question. We evaluate applications based on quality, motivation, and commitment to the scheme. Depending on your career interests and the availability of suitable mentors, you may be allocated to a different cycle than originally intended.

3. Our Mentors

Our mentors include PCC Board Members:

- [Roch Głowacki](#) (Managing Associate, Lewis Silkin)
- [Janus Kizenevic](#) (Senior Vice President, Citi)
- [Magdalena Kowalik](#) (Head of Capital Market, CIRCA5000)
- [Rafał Libera](#) (Director of Business Development, Acteon)
- [Martyna Polak](#) (Senior Legal Counsel, Sky)
- [Łukasz Rzeczkowski](#) (Co-Founder, Trustedoctor)
- [Dawid Szymanek](#) (Senior Business Analyst, Deloitte)

Additionally, several PCC members, having previously mentored or expressing interest in mentoring, contribute to our programme. We proactively recruit new mentors in line with the applicants' areas of interest and the overall demand, ensuring the continuous growth and diversity of our program. However, please note that due to the popularity of the scheme and limited mentor availability in certain industries, we cannot guarantee a match for every application.

4. Expectations and Responsibilities

The success of the mentor-mentee relationship hinges on active engagement and commitment from both parties.

As a mentee, you are expected to:

- Be proactive in your approach.
- Prepare a meeting agenda for each session.
- Reflect on what you learn during the mentoring sessions.
- Strive to apply the insights and knowledge gained from each session to your personal and professional development.

Upon successful application, you agree to:

- Participate in a minimum of two mentoring sessions throughout academic year 2024/2025.
- Lead the coordination and scheduling of these sessions.
- Develop clear learning objectives and provide an evaluation at the end of the programme.

Should any issues arise during your mentoring experience, please reach out to our team at roch@polishcityclub.org for support and guidance.

5. Duration and meeting frequency

The mentoring relationship is designed to last for an initial period of six months. During this time, mentors and mentees are expected to meet once every two months for a minimum of one hour per session. It is important to remember that, to maximise the benefits of the programme, additional time and effort outside of these scheduled meetings may be necessary for both parties.

6. What the sessions could cover?

To ensure effective use of your mentor's time and derive the most benefit from the scheme, preparation is key. Reflect on your past experiences before the meeting. This reflection helps you address specific challenges or development areas and explore career options with your mentor's guidance.

Consider adopting the 5Cs mentoring model for a structured approach:



CHALLENGES – Identify the specific challenges you are facing.



CHOICES – Consider and discuss the various options available to overcome these challenges.



CONSEQUENCES – Evaluate the potential consequences of each choice.



CREATIVE SOLUTIONS – Seek your mentor's insights and suggestions for additional solutions.



CONCLUSIONS – Decide on your next steps and commit to actions, ensuring to provide feedback to your mentor.

Enhance your session further by considering areas and prompts like:

- **Career Path Exploration:**
 - “What steps did you take to reach your current position?”
 - “Can you share insights about the key milestones in your career journey?”
- **Skill Development Focus:**
 - “What skills are crucial for success in our field?”
 - “Which of my skills would you suggest I focus on improving for career advancement?”
- **Overcoming Challenges:**
 - “How did you handle major setbacks or challenges in your career?”
 - “Could you provide guidance on how to navigate [specific challenge]?”
- **Industry Insights:**
 - “What are the emerging trends in our industry that I should be aware of?”
 - “How do you stay updated with industry changes and advancements?”
- **Networking and Professional Relationships:**
 - “How can I expand my professional network effectively?”
 - “Can you advise on building strong professional relationships?”
- **Work-Life Balance:**
 - “How do you manage work-life balance in our field?”

“Can you share strategies that have worked for you to maintain a healthy balance?”

- **Feedback and Self-Improvement:**

“What are some common areas for improvement you’ve seen in people at my stage?”

“How can I effectively seek and utilise feedback in my professional development?”

- **Long-Term Career Planning:**

“How should I approach planning my long-term career goals?”

“Can we discuss potential career paths and their implications?”

Remember, specificity is crucial. Avoid vague statements and focus on precise aspects of your challenges.

7. Guidelines and Confidentiality

Participation in this mentoring scheme is voluntary, and we expect active engagement and cooperation. Unresponsiveness, failure to attend scheduled sessions, or poor engagement may lead to your place being offered to another applicant. Additionally, all contact details and personal information should be treated as confidential, except in situations where there is a risk to your or others’; well-being.