



PCC CAREER

MENTORING SCHEME

POLISH CITY CLUB INSPIRE

Career Mentoring Scheme / Handbook

The PCC career mentoring programme is designed to support Polish students in the UK and provide them with support and guidance in respect of their career goals and job applications, and empower them to identify and take their next step.

This document aims to outline the expectations of mentors and mentees and provides a framework for the scheme. There are also some suggestions for topics designed to stimulate conversation in each session, if needed.

1. Who can apply?

The scheme is open to all Polish students studying in the United Kingdom. Priority will be given to students in their penultimate or final year of their undergraduate degree, recent graduates and current postgraduate students.

PCC is committed to delivering the best mentoring experience for its mentees. Whilst we encourage applications from students of all areas of study, given the expertise of our current mentors, we are best suited to assist mentees with interest in pursuing a career in consultancy, banking, business, entrepreneurship and/or law.

2. How do I apply?

In order to apply for the PCC Career Mentoring Scheme, you will need to complete the form available [here](#) [insert hyperlink].

As part of the process, you will be expected to provide answers to three questions and attach a copy of your CV. Your responses should be no longer than 150 words per question.

Your applications will be assessed based on their quality, motivation and commitment to the scheme. Based on your career interest and the availability of suitable mentors, you may be transferred onto an alternative cycle.

3. Who are our mentors?

PCC mentors are the following Board Members: Roch Głowacki, Rafał Libera, Martyna Polak, Łukasz Rzeczkowski, Dawid Szymanek and Paweł Sawicz. [insert links to LinkedIn profiles].

Please bear in mind that we only have a certain number of mentors available within a chosen industry and whilst we will try to match your application with a mentor with the most relevant experience, this scheme is very popular and we may not be able to accommodate each request.

4. What will I be expected to do?

For the mentor-mentee relationship to work, both parties need to be engaged and committed.

The mentee is expected to:

- Be proactive
- Come up with a meeting agenda
- Reflect on the mentoring sessions
- Aim to integrate learning from each session

If your application is successful, you agree to:

- Participate in at least two mentoring sessions during the academic year 2020/2021.
- Take the lead in scheduling the mentoring sessions.
- Commit to developing your learning objectives and submit an end-of-scheme evaluation.

If you experience any issue relating to mentoring, you should contact our team directly at: [TBC].

5. Timeframes and frequency of sessions

Each mentoring relationship is expected to run for an initial 6 months and the mentor and mentee should meet once every two months for at least one (1) hour. Keep in mind that, to get the most out of the programme, both parties may need to make some time outside of the scheduled meetings.

6. What the sessions could cover?

To make effective use of your mentor's time and to benefit most effectively from the scheme, make sure that you prepare for the meeting by reflecting on your past experiences. This will help you to use the mentoring time efficiently, addressing the key challenges or areas for development that you have identified and to explore career options with the mentor's input. There are a number of mentoring models that will provide you with a 'map' for facilitating a structured mentoring session. For example, as a starting point, mentors and their mentees may wish to rely on the 5Cs mentoring model which includes the following 5 steps. Have a think how you would structure your responses to the first 3 steps so as to elicit meaningful feedback from your mentor.

- Challenges – what are the challenges facing the mentee?
- Choices – what possible options are available to overcome these challenges?
- Consequences – the consequences of taking each of the choices identified are discussed by both parties.
- Creative solutions – an opportunity for the mentor to share their wisdom and experience and offer the mentee some further solutions.
- Conclusions – the mentee decides what they will do next, making a commitment to action and to feedback to the mentor.

If you are a mentee, in order to make the most of your mentoring session, you may also wish to consider thinking about using the following prompts:

- In terms of support, I would really appreciate your help with...
- I would like to develop my skill(s) in...
- I am finding it difficult to...
- How do I find out/learn more about...

When thinking about these, try to be specific - e.g. rather than using generic descriptions such as "I struggle to get an internship, think of the specific elements of the process that you find most challenging, e.g. "I am finding it difficult to get positive responses to my written applications" or "I would appreciate your help with interview/ assessment centre preparation".

Please bear in mind that this scheme is voluntary and we expect cooperation and engagement from the mentees on the scheme. If you are unresponsive, fail to show up for scheduled sessions or your engagement in the scheme is poor, we reserve a right to allocate your space to another applicant.

7. Other rules

Contact details and personal information must be treated as confidential unless there is a risk to the well-being of yourself or others.