



AURORA: Mentoring Guide

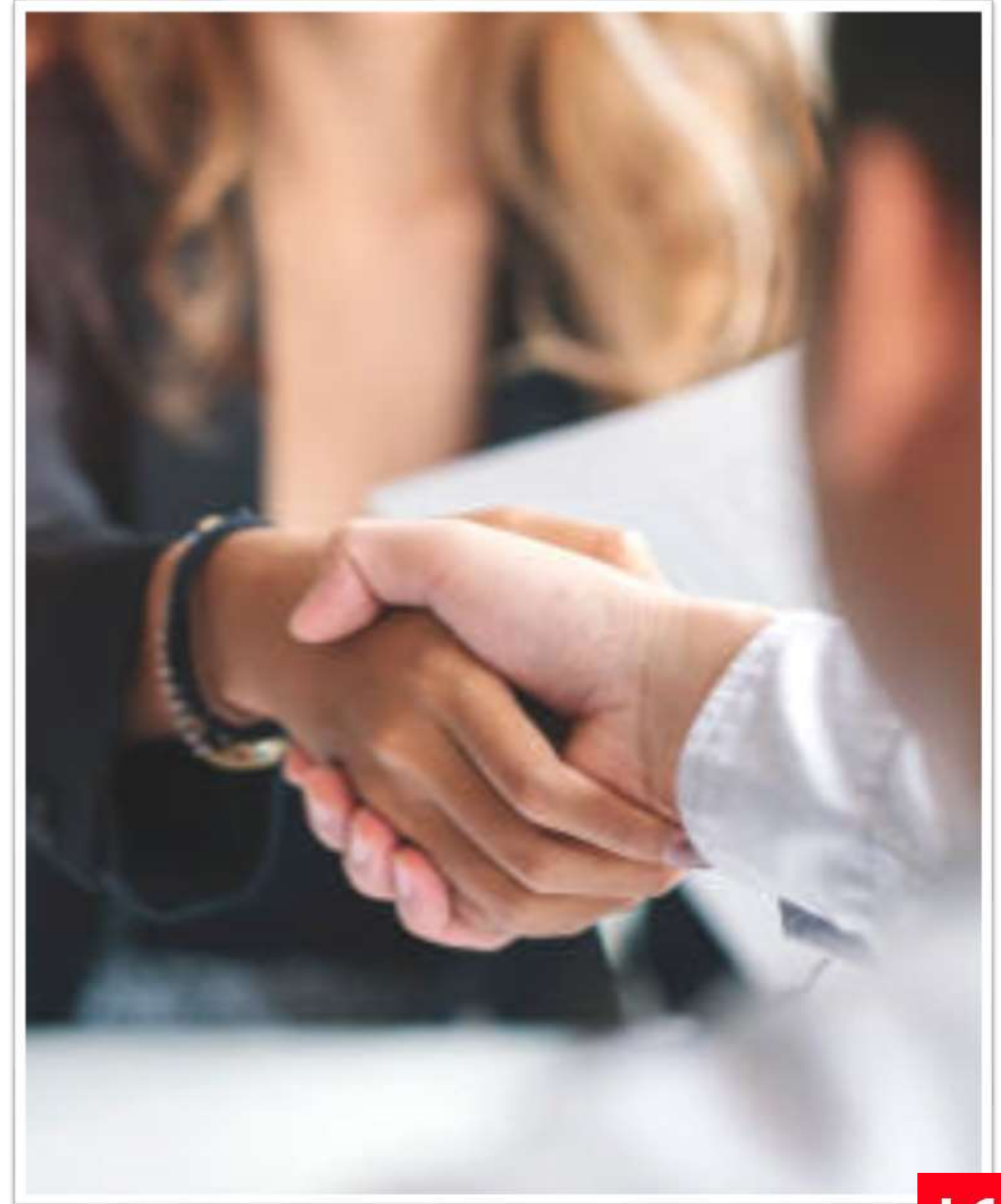
For Mentors and AURORA Delegates (Mentees)



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

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What is Mentoring?

Mentoring is a professional relationship that involves the practice of an individual sharing their knowledge, skills and experience with one or more individuals, assisting them to progress in their careers.

More than just 'seeking/giving advice, Mentoring is a mutually beneficial partnership for both parties involved:

For Mentees: Mentors are an impartial sounding board who can guide the mentee in their personal and professional development.

For Mentors: Mentors can exchange invaluable professional insights with the Mentee, and give back to the professional community by supporting the Mentee's growth.

Mentoring as part of Aurora:

Aurora is an extensive programme, involving modules that allow participants to learn more about leadership, culture and development in the HE sector, as well as identify their own professional skills and capabilities.

Having a mentor in the same organization is essential, for they would guide Aurora participants through this journey, explore the modules and their application to participant's roles at LSE, as well as serve as an impartial sounding board for their ideas and insights while on their Aurora journey.

Role of the Mentor:

The Mentor is responsible for guiding and sharing valuable information about their career and how it can practically help the Mentee in their role. The Mentor must also guide the Mentee when it comes to the practical implications of the learning and insights gained from Aurora. Mentors must make the learning journey comfortable enough to develop mutual trust and respect with the Mentee, maintain confidentiality, and listen not only to what is being said, but also how it is being said.

Role of the Mentee:

The Mentee must be empowered in their Mentoring partnership and use it as an opportunity to take charge of their own development. Mentees should consider their skills and areas of development that they'd like to explore in the Mentoring partnership. It is important that the Mentee have developmental discussions with the Mentor in **three contexts**:

- 1. Their Role at LSE,**
- 2. The Aurora Programme**
- 3. Their long-term career development**



For more information on the Roles of Mentor and Mentee, have a look at the [Guide to Mentoring for Members of Staff](#).

Sensitivity, Confidentiality and Mental Health

As part of setting boundaries, it is important for Mentors and Mentees to discuss any topics, themes or elements of personal and/or professional life that the Mentee is not comfortable with and that should be avoided or addressed carefully. Anything that Mentees wish to maintain confidential should not be shared by the Mentor with anyone outside of the Mentoring relationship to safeguard interests and sensitive information. At any point in the Mentoring relationship, if issues surrounding personal life, mental health concerns, discrimination on the basis of one's cultural, sexual, racial or socio-economic, identity come to light-it is the Mentor's responsibility to get in touch with relevant support systems in place. This could be the Mentee's line manager (if the Mentee is comfortable with it), and relevant networks in place: **Safe Contacts, Staff Counselling Services, EAP, Mental Health First Aiders**

How to maximise your Mentoring sessions:

When scheduling 1:1 mentoring sessions, it is important that the sessions are spaced out across the AURORA programme. It is recommended that Mentor and Mentee meet before/after each module at least once.

Mentors and Mentees should use their sessions to discuss:

- **The Mentee's personal and professional goals and objectives that are linked to their Aurora journey.**
- **The Mentee's reflections, insights and understanding of the Aurora modules.**
- **How do the Aurora themes link to their current roles at LSE, and what can they do to apply them further, in order to better support their professional development and their teams.**

For information on structuring your mentoring relationship and conversations effectively, read our [Guide to Mentoring for Members of staff](#).



How to maximise your Mentoring sessions: FAQs

- ***How frequently should Aurora delegates meet their mentors?***

-Aurora delegates should schedule meetings with their mentor at least once a month, or before/after each Aurora module, as this ensures that the mentoring partnership runs side-by-side with the Aurora learning journey. The meeting can be virtual or online, and usually lasts 45 minutes to an hour, giving both parties enough time to discuss their ideas and reflections.

- ***How should Mentees keep track of their objectives and mentoring discussions?***

-Mentees can use a [Meeting Agenda template](#) to keep track of their objectives and discussions point for each meeting.

- ***Can Mentors help their Mentees set objectives?***

-Yes, Mentors can advise Mentees on effective ways to think about their longer-term professional goals and use it to set **SMART** objectives for Aurora as well as the Mentoring partnership. To find out more about SMART objectives (Specific, Measurable, Achievable, Relevant, Time-bound) have a look at this [video](#).

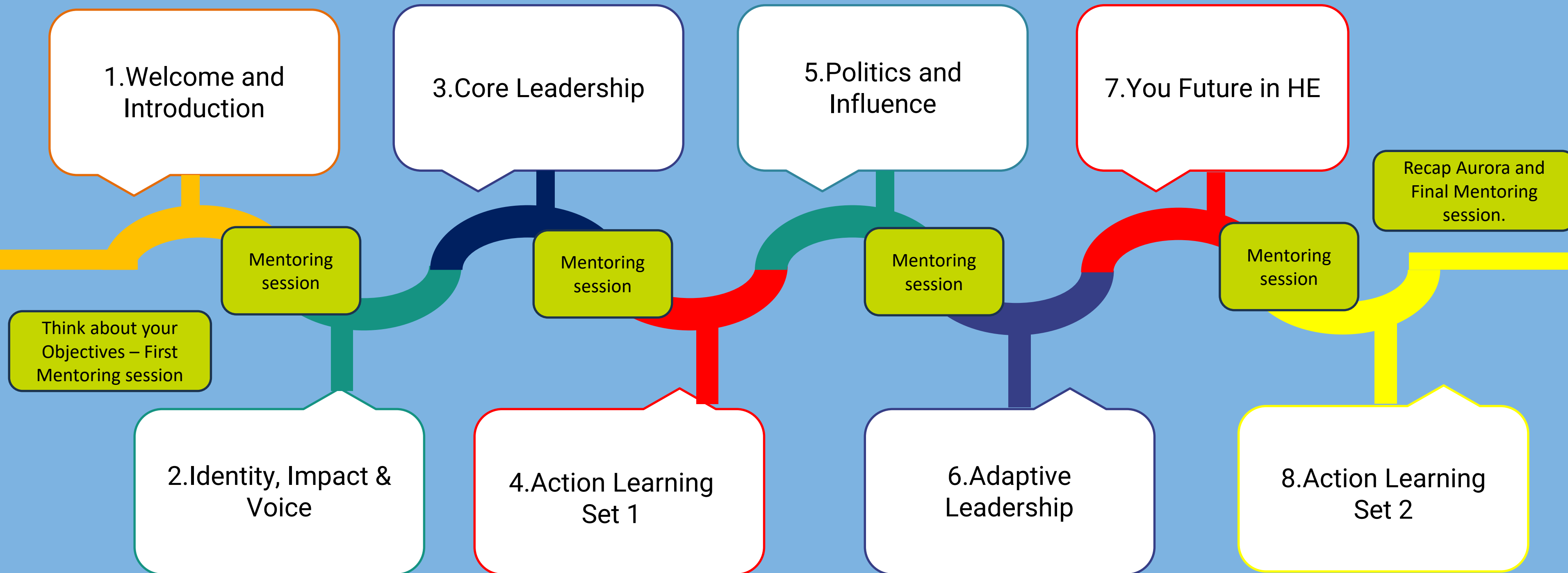


New to Mentoring or need a refresher?

Have a look at our quick 10 minute Mentoring Awareness e-learning module! You can do this on your own and discuss key takeaways in your mentoring meeting, or do it with your Mentor/Mentee.

The guidance to accessing the E-learning module can be found [here](#).

The Aurora Programme schedule



This illustrates the Aurora programme and points where you can have the Mentoring conversations.

You can follow this schedule or use it as a template to guide your own Mentoring schedule.

Ending the Aurora Journey

Mentoring partnerships come to a successful end when objectives have been achieved, or an agreed-upon time period has come to an end.

In this case, it is natural for your mentoring partnership to conclude after the final session of your Aurora programme. However, if both Mentor and Mentee would like to explore the mentee's development further, they can continue to meet and prolong their mentoring relationship post-Aurora.

It is important to conclude a successful Aurora Mentoring journey with the following:

- **Have a Final meeting.**
- **A Review of the Mentoring Process.**
- **Learning and achievements.**
- **A Celebration.**
- **Get in touch with [Organisational Learning](#).**

Get more guidance on ending your Mentoring relationship [here](#).

Next Steps

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It is important for both Mentor and Mentee to reflect on their respective journeys throughout, but especially at the end of the Mentoring partnership.

An evaluation of the Mentoring partnership helps put these reflections and insights into perspective, bring up key takeaways from the Aurora programme and the Mentoring experience, and helps both parties summarise their journey. This Mentoring evaluation can be done by Mentor and Mentee separately, followed up by a discussion about their takeaways. Alternatively, Mentors and Mentees can evaluate their partnership together.

The evaluation should measure achievements and insights against the Mentoring objectives established as well as involve thinking about areas of development and the greater impact of this learning experience for Mentor and Mentee. This [Template Mentoring Evaluation Form](#) can be used.