



NARXOZ UNIVERSITY MENTORSHIP PROGRAM

Guide for Mentor

CONTENTS:

What is mentoring?

Why do I need mentoring?

Become a member of the program

Communication with Mentee



WHAT IS MENTORING?

Mentoring at Narxoz

- a program for development of leadership and career potential of students as a result of their interaction with teachers, alumni, partners and professional experts in various sectors of the economy. This program will allow students to form a graduate profile that will be competitive in the labor market.


The program will last **one semester or four months** and involve from four to six meetings online or offline between mentor and student.

A Mentor is an expert with professional knowledge in the following areas: economics, finance, accounting and audit, marketing, management, human resource management, tourism, hospitality, catering, insurance and appraisal, law, jurisprudence, ecology, international relations, big data, etc.

A mentor can be a graduate, partner, expert and friend of Narxoz who is a professional in his/her field and want to share own knowledge. **By becoming a mentor you will:**

- implement a social mission;
- get interesting insights and ideas from active and smart students;
- make a contribution to the development of youth;
- build a professional mentor image;
- gather a network of like-minded people around you;
- develop your coach skills.


The main task of the mentor is to provide recommendations to the student to achieve the set goal, check the results achieved and submit the final report on the program.



Mentee is a student enrolled in 3-4 years of Bachelor's or 1-2 years of Master's degree and who strives for self-improvement under the individual guidance of an expert in a particular industry, in order to form new skills, an image and an up-to-date resume, and successfully create a project in a particular area of the economy.

Student participation in the program is not part of an academic undergraduate or graduate program and is not part of the workload.

Students who take part in this program will be able to:

- form new skills necessary for their future professional growth
 - create new professional contacts in the industry of interest
- 

Why do I need mentoring?

Before starting communicate with a student, it is important to decide on a number of questions:
What do I want to get from the mentoring program? How do I want to help the student?

Remember that there are no wrong answers, and honesty with yourself and mentee is the key to effective interaction and good mood.

How do I want to help the student?

1

Professional Development

- resume writing
- preparation for interview
- help in finding vacancies
- internship / practice / career consultation
- self-presentation and confident negotiation training

2

Personal development

- motivation, support
- tools for self-development / personal development
- secrets of success
- time management
- developing awareness
- broadening one's horizons
- assistance in setting goals and objectives

3

Development in research, academic activity

- writing scientific articles
- writing coursework / thesis
- scientific writing consulting
- co-authorship
- admission to Master's / Doctoral studies
- admission to a foreign university
- advising on academic mobility

4

Opening and development of business

- support of initiatives
- consulting on creating a startup
- team recruitment/development consulting



BECOME A MEMBER OF THE PROGRAM

You have decided what you want to be useful to the student. Now, to become a mentor, you need to fill out an application form with profile information.

At this stage, you talk about yourself, as well as what you want to share with students and what requirements you have for potential mentees.

What to tell about yourself

Mentees choose their mentors mainly according to the description in the profile. Start your story with information about yourself, what specialty you graduated from, how your career path began and developed. You can indicate your hobbies and other important information, in your opinion.

It is very interesting for students to know why mentoring is interesting to you, experience in what areas you want and are ready to share what you expect from the mentee in return. Choose the style of presentation that is comfortable and familiar to you. Remember, mentoring is a transfer of experience that often grows into friendship.

COMMUNICATION WITH MENTEE

You have received an application. You accepted it and informed the manager about it, and your contacts sent to the mentee. The most interesting and productive stage of the program is on the way - working with mentee!

You received a message from a student. It's time to make your first meeting with the mentee or a group of mentees, where you can discuss goals and a plan of action. At the same meeting, it is good to discuss the method and frequency of communication, the expected duration of the cooperation. And then go according to your plan.

Give homework and set deadlines. Despite the fact that mentees become highly motivated students, sometimes they have lack of organization.

Please keep in mind

1. The student is still at the beginning of the journey, he may has lack of confidence and knowledge of communication.
2. Be honest and polite and build trust.
3. Discuss goals and results openly, and give feedback to your mentee.
4. Do not ignore the mentee's messages, if you need to take a break in communication, let the mentee or the program manager know about it. Often students take this personally and become isolated.
5. If the mentee does not get in touch for a long time, feel free to write first.
6. Get ready to hear a new point of view.

Enjoy mentoring!

HOW THE MENTOR-MENTEE INTERACTION IS BUILT



A mentor submits an online application

The application is sent to mentor@narxoz.kz to the program coordinator



Coordinator split applications



University selects mentors

Schools and the Dean's Office for Student Affairs make the selection of mentors for the Council of Mentors or for the mentorship program and announce the recruitment of mentees.

At this stage, the mentor is assigned to the Council or mentorship



Student applies for the program

Indicates information about himself, the purpose of participating in the program and the mentor he wants to get.



Mentor approves the application and passes the Mentor School



Acquaintance of the mentor and the mentee. Exchange contacts



Cooperation



Short report at the end of the program

1 semester or four months

MENTOR

1. Applies to the Mentorship program. Fills in the online form

The application is sent to **mentor@narxoz.kz** to the program coordinator

2. The coordinator distributes applications to the Schools and the Dean's Office for Student Affairs

Council of mentors

Schools and the Dean's Office for Student Affairs make the selection of mentors for the Council of Mentors or for the mentorship program and announce the recruitment of mentees.

3. Student applies for the program and chooses a mentor

Mentorship program

Training for a mentor after choosing a mentee

4. Mentors are trained

COOPERATION OF MENTOR AND MENTEE

**MENTEE/
STUDENT
GROUP**

5. Acquaintance the mentor and the mentee

NARXOZ
UNIVERSITY

MENTORSHIP PROGRAM AT NARXOZ

BE PART OF SOMETHING BIG



Communication can be carried out through messengers, calls, meetings. The duration of interaction depends on the goals and objectives of cooperation, and the willingness of mentor and mentee.

If you have any problems with communication with mentee or communication has reached a dead end, write to the program coordinator at mentor@narxoz.kz (with the subject of the email "Mentoring").

The program coordinator is an independent staff member of the school who ensures that the rights and responsibilities of the mentor and mentee are respected.