

NDORMS MENTORING SCHEME

An advice booklet for NDORMS Mentees



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RHEUMATOLOGY AND MUSCULOSKELETAL SCIENCES





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Introduction

The NDORMS Mentoring Scheme's overall aim is to assist mentees to achieve personal and professional growth through a mentoring relationship that provides support as he/she progresses and develops within the Department and University. Equally the scheme also offers benefits to the mentor and to the Department.

This booklet is for mentees participating in the NDORMS Pilot-Mentoring scheme, which provides 1:1 mentoring for career development. It is to help mentees think about their approach, and provides tips, tools, ideas, and links to other sources of support at the University.

For any queries, please contact;

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1. How much time will I have to commit?

NDORMS Mentoring scheme should run initially for a 12 month period (or for at least three meetings) but the relationship may continue by mutual consent. Face to face or virtual meetings should be agreed upon and scheduled at the first meeting. Sessions should be held at a mutually convenient location and should generally last for at least an hour.

2. What other support is available?

At the end of this booklet you can find links to the wide range of support for research staff available at the University. The aim of the scheme is that you will come away with actions to follow up, so there may well be training that you have identified, people you want to talk to, or further self-reflection, that the University can help you with.





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Before you start your mentoring, both mentees and mentors will have had an introductory/training session, to ask questions and to set the scene for the mentoring programme. We will also be in touch with participants part way through the year to see if there are any workshops, resources, or information that we can provide to complement your mentoring scheme.

If you have any issues or queries at any time in the programme, you can always feel free to contact Maria Granell-Moreno:

maria.granellmoreno@ndorms.ox.ac.uk





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3. Logistics

How often and for how long to meet

The NDORMS Mentoring scheme involves committing to at least 2 or 3 meetings of an hour-

but how you distribute these meetings over the year is up to you. You may also want to consider whether to set dates and times for all the meetings at the beginning of the process, or to set each one as you go along.

Where to meet

As well as considering the practicalities of a suitable place to meet, think about what kind of perspectives the environment might bring to the mentoring process.

Wherever you meet it should provide privacy and be a place where the mentee will feel confident and secure enough to discuss concerns openly.

During pandemic times meeting virtually it's an option.





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Communication between meetings

How much communication do you expect between meetings? How will you communicate? By phone, email, face to face? Discuss and agree each party's preferences. What will happen if one party is unable to make a scheduled meeting?

Keeping records

Who will be responsible for keeping a note of what is discussed and actions to be taken? In what format?





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4. Resources

The following pages provide some prompts and tools to help guide your thinking or for you to use in the sessions.

Other resources and links can be found at:

www.ox.ac.uk/supportforresearchers

<https://www.medsci.ox.ac.uk/research/researchers-toolkit>





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S.M.A.R.T OBJECTIVES

The best way to make the most of mentoring is to make sure that you set yourself concrete goals, ideally at the end of each meeting. Ask yourself whether your actions are:

Specific – rather than ‘I want to improve my relationships with colleagues’, say ‘I want to improve my relationship with Prof Bloggs by leaving our monthly meetings with a set of actions with which we are both happy’.

Measurable – rather than ‘I’ll publish more’, ‘I’ll publish two articles’

Achievable – is it possible? You might want to deliver five lectures to improve your teaching experience, but do there exist the opportunities to do so?

Realistic – it’s good to have aspirations, but if you’ve delayed for this long taking on extra management responsibilities are you sure you’ll be able to do so now? Perhaps there is something else stopping you. **Time-bound** – Perhaps the



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most important one: give yourself a deadline, and ask your mentor to keep you accountable!





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SWOT Analysis

A SWOT analysis is a way to think about your strengths and weaknesses and the opportunities and threats associated with them. It can provide a good starting point for discussion and tease out some actions you might consider taking. Text adapted from www.mindtools.com

Strengths Consider your strengths individually and in relation to the people around you. If having a particular skill is a job requirement then it may be more of a necessity than a strength. Don't be modest – be as objective as you can.

- What do you do better than anyone else?
- What do other people (and your boss, in particular) see as your strengths? (If you don't know, perhaps you could ask them?)
- Which of your achievements are you most proud of?

Weaknesses

- What tasks do you usually avoid?





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- What are your negative work habits (for example, are you disorganized, or are you poor at handling stress)?
- What skills do you need to develop?

Opportunities

- Do you have any contacts who can help you, or offer good advice? How could you add to that?
- Is there a need or gap in the research that no one is filling?
- Are there any networking events, classes, or conferences that you could attend?
- Could you take on some any extra projects or responsibilities in your current role?

Threats

- What obstacles do you currently face at work?
- Is your job (or the demand for the things you do) changing?
- Could any of your weaknesses lead to threats?



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5. Record of discussion: Meeting 1

Area Identified:

Actions:

Support Needed:





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6. Record of discussion: Meeting 2

Progress since last meeting:

Area Identified:

Actions:

Support needed:





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7. Record of discussion: Meeting 3

Progress since last meeting:

Area Identified:

Actions:

Support needed:





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8. Further Information

Support for researchers website

www.ox.ac.uk/supportforresearchers

Parents and carers information

www.admin.ox.ac.uk/eop/parentsandcarersinformation

Childcare Services www.admin.ox.ac.uk/childcare

Occupational Health www.admin.ox.ac.uk/uohs

Harassment advice

<https://edu.admin.ox.ac.uk/harassment-advice/>

Equality and Diversity Unit

<https://edu.admin.ox.ac.uk/home#/>

IT Services www.it.ox.ac.uk

University and College Union (UCU)

www.oxforducu.org.uk

If you have any issues or queries at any time in the programme,
please contact us: maria.granellmoreno@ndorms.ox.ac.uk





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9. Further Information: Societies and Networks

Oxford Research Staff Society www.oxrss.ox.ac.uk OxRSS is a collective voice for research staff at the University of Oxford and provides opportunities to network socially and professionally across the University.

Join the Research Staff mailing list by sending a blank email to researchstaff_subscribe@maillist.ox.ac.uk. Research Staff Twitter account Follow @ResStaffOxford for forthcoming events and useful info.

Societies and networks

<https://edu.admin.ox.ac.uk/equality-themes#/>



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