

BCS Mentoring FAQ's

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General Mentoring Guidance

- **What is the mentoring programme?**

The BCS mentoring programme sets out to connect cardiac professionals at different stages within their career, where a Mentor harnesses their experience and knowledge to support the next generation of cardiovascular professionals. By supporting the development of fellow members, Mentors are not only advancing the field of cardiology, but also provides the basis by which they can reflect and continue their own professional development.

The BCS Mentoring Programme will enable individuals to develop and grow their professional practice, keep up to date with cardiological training, industry changes and the labour market. Both Mentors and Mentees can offer an invaluable service to fellow members, some of whom without a certain level of advice or reassurance may not feel confident in making that next professional step.

- **Is there a fee associated with using the BCS Mentoring Programme?**

The BCS Mentoring Programme is a benefit of membership and is available exclusively to BCS members. There is no extra charge to use this resource.

- **How are Mentors and Mentees matched?**

Members must first enrol as a Mentor, Mentee or both. During the enrolment process, members will select preferences for various demographics (including professional experience and preferred mentoring topics) to establish their personal criteria. Our mentoring platform will then identify suitable mentors or mentees dependant upon these preferences. Both Mentors and Mentees are then able to reach out to each other to request a mentoring relationship using the platform.

- **Making initial contact**

When a member has agreed to act as a mentor, the contact details will be passed onto suitable Mentees who match your preferences via our Mentoring Platform. The Mentee will then be able to make the first contact via a Mentoring request through the Mentoring Platform.

- **The first meeting**

Choose a location where there are no distractions (people, telephones, noise etc). This meeting will give you both a chance to get to know each other, your backgrounds and careers to date and make any agreements upon confidentiality.

If the mentee is not based near the mentor geographically, and if both the mentor and the mentee are happy to do so, you may decide to conduct your communications online, by video conferencing or by phone. The party should agree upon when and where the first meeting should take place.

Setting up a 'look ahead schedule' for the next year is good practice, and can be done through the Mentoring Platform, even if it needs to be changed later. It may be useful to initially agree on how you expect the mentoring relationship to work and what you both want to get out of it. However, entering into a formal contract is not necessary.

- **Further meetings**

The frequency of your meetings will depend on many factors. BCS recommends meeting every two months. More frequent meetings are optional and may be necessary to review and discuss a particular topic eg. the benefit of a change in role, an overseas opportunity, or the value of an available training course. It's also good practice to record actions resulting from mentor/mentee meetings which should be resolved before the next session.

- **Keeping records**

We strongly advise that you use the connection tab upon your Mentoring log in area to ensure all sessions and connections are recorded. The mentee can choose to record their development by using a personal development plan and by making note of actions, particularly where the mentor or the mentee has agreed to do something.

Mentors Guidance

- **What is my role as a mentor?**

As an experienced BCS member you may already be mentoring, or have mentored in some capacity previously. As a mentor, you will support a less experienced member through their professional pathway onto their next goal. As such we anticipate that your mentoring will focus on the areas below:

- Help to prepare a mentee for a change of industry or role
- Talking through a mentee's longer-term career development goals and how to achieve them
- Support after returning from a career break
- Longer term development activities to progress into leadership roles
- Advice on how to build their professional network

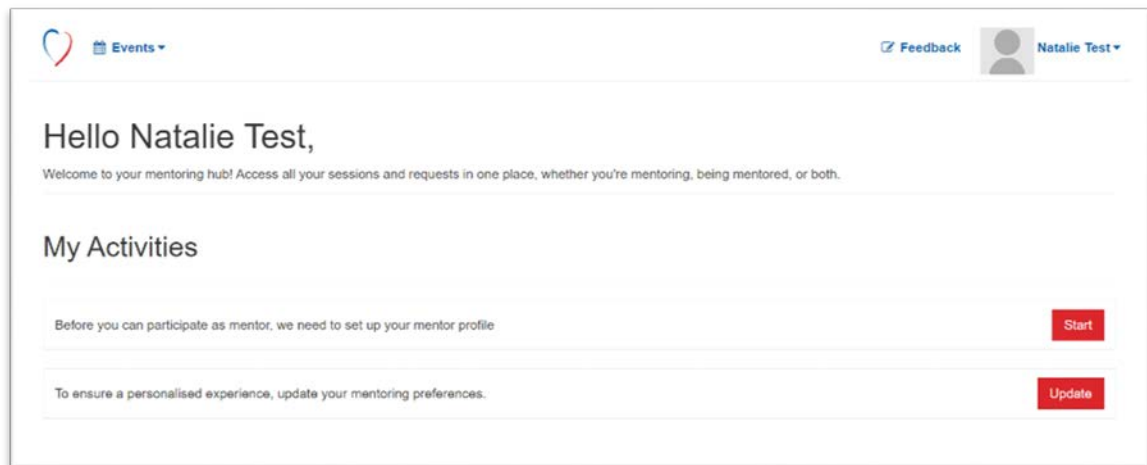
BCS recommends that mentors have a **maximum of 2 mentees** at one time.

- **How do I become a Mentor?**

*As you may be aware, we have recently announced the launch of our **new member engagement platform**, which has been developed to make it easier for you to manage your BCS membership activities online. As part of the transition, we require all BCS members to create their profile on the new platform. If you have not already done so, please sign up to your new account before following the mentoring sign up steps.*

1. Once you have registered for your account, please email academy@bcs.com. We will then send you a link to the mentoring platform. From here you will be promoted to log in using the details of your new BCS account.
2. You must then **complete your mentoring profile** in order to start accessing the programme. Completing your profile allows mentees to review your area(s) of expertise, and any other details required when requesting a mentor.
3. Once you have completed your profile, an administrator will review your details, and approve you onto the programme.

4. We also ask that you complete your mentoring preferences.



- **Who are the Mentees?**

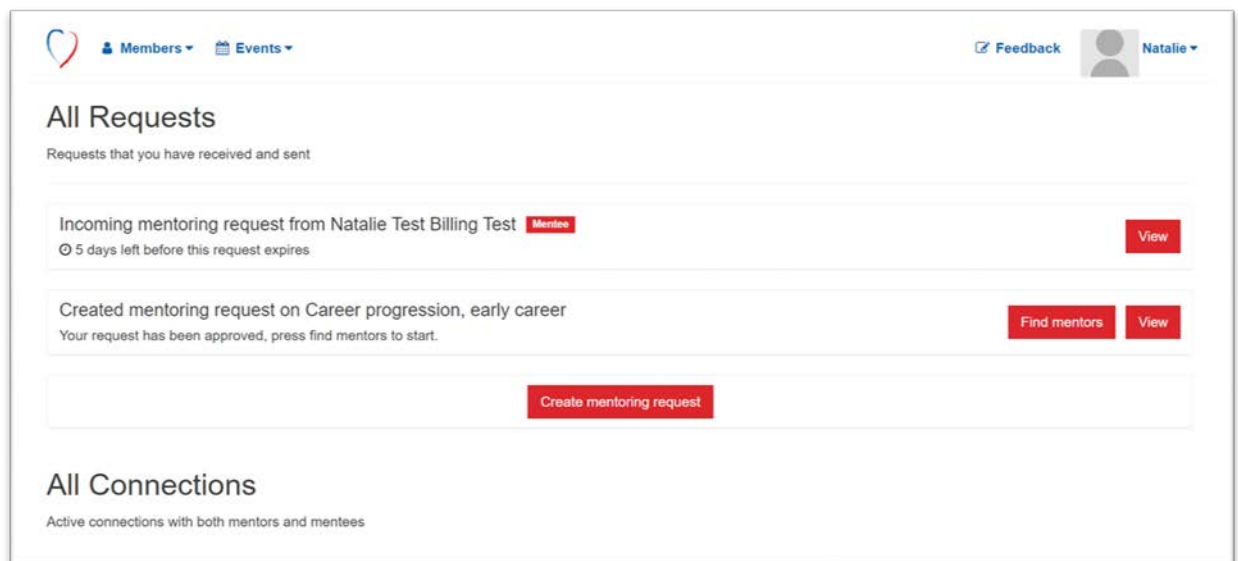
Mentees are other members who need you to help support their career development.

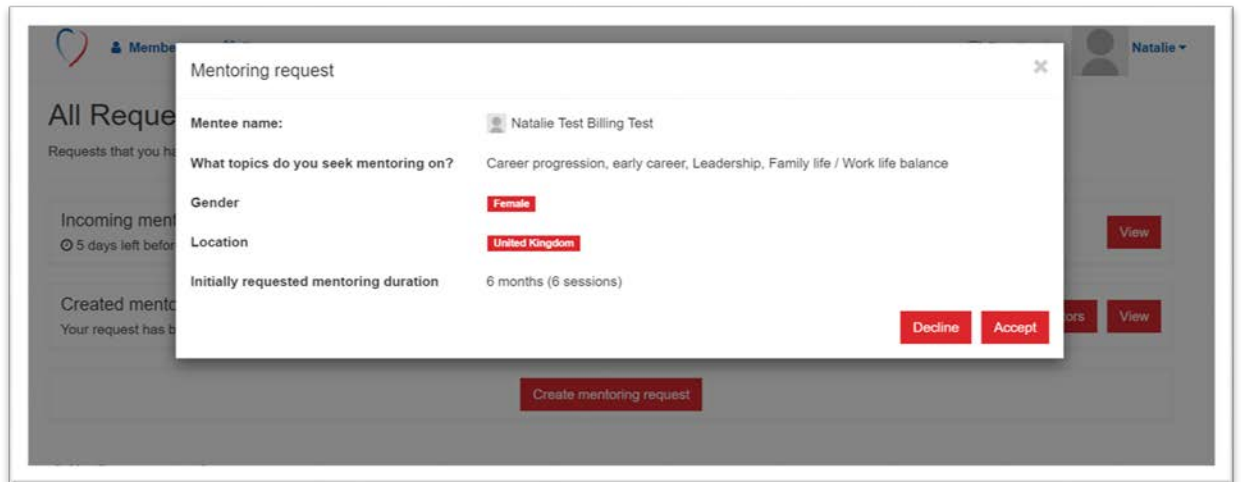
- **Can I have more than one Mentee?**

While there is no limit to the number of mentoring relationships you can establish, the BCS recommends that you have no more than 2 mentees at one time.

- **How do I match with a Mentee?**

Once you have set up your profile, you will then be ready to begin a mentoring relationship. All requests and matches which will appear through the same platform in due course. A mentee will send you a mentoring request, and you can accept the mentoring request(s) you feel is most appropriate. Any requests that come through look like the below image. You can view and accept or decline using the red buttons.





Mentoring request

Mentee name: Natalie Test Billing Test

What topics do you seek mentoring on? Career progression, early career, Leadership, Family life / Work life balance

Gender: Female

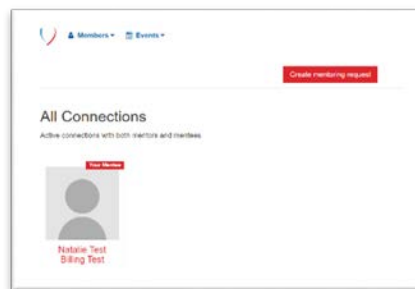
Location: United Kingdom

Initially requested mentoring duration: 6 months (6 sessions)

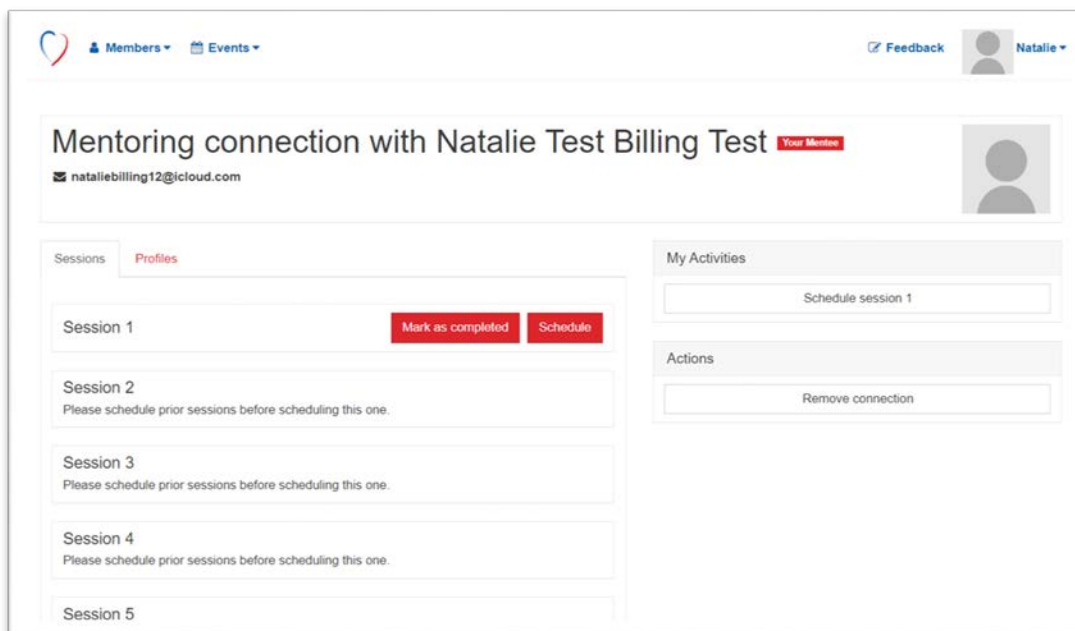
Decline Accept

Create mentoring request

Your Mentee will then appear under your connections.



You can then click on your connection and schedule your first and subsequent sessions using the following options;



Mentoring connection with Natalie Test Billing Test Your Mentee

nataliebilling12@icloud.com

Sessions Profiles

Session 1 Mark as completed Schedule

Session 2
Please schedule prior sessions before scheduling this one.

Session 3
Please schedule prior sessions before scheduling this one.

Session 4
Please schedule prior sessions before scheduling this one.

Session 5

My Activities

Schedule session 1

Actions

Remove connection

- **Is it okay to reject a request?**

Yes, but there should be a good reason to do so. We encourage you to at least have an initial conversation to explore whether the relationship would be mutually fulfilling. If a potential Mentee has misinterpreted information in your profile, you may find him/her to be an inappropriate match. If you want to decline a request, simply press the decline button.

- **What if my mentoring relationship isn't working well?**

Sometimes, regardless of the information provided, Mentors and Mentees don't always "fit." If this happens, we suggest that you discuss your decision honestly and kindly with your Mentor; thank them for their time then start a new Mentor search. If you feel there is anything you'd like to report to BCS about your mentoring interaction, please do so at academy@bcs.com.

- **What are the expectations for participating Mentors?**

We expect that you will fulfil your commitment to develop at least one mentoring relationship. We expect you to respond to initial requests from Mentees in a timely manner, and that you communicate with your Mentees as agreed upon by both you and your Mentees. We expect you to meet up with you Mentee at least 4 times per year and to provide feedback upon your mentoring experience.

- **How much time will I need to invest as a Mentor?**

We recommend that you and your Mentees agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Keep in mind that mentoring doesn't necessarily require large amounts of your time. Even brief phone calls or e-mail exchanges with you can make a big difference to your Mentees. The annual meeting also offers a convenient venue for getting together with your Mentees over coffee or lunch.

- **Training Requirements**

All new mentors are required to undertake new mentor training. Thereafter, all mentors are required to participate in refresher training every three years to continue their roles. The training is via one of our trusted online E-Learning mentor training services and a link will be sent to you to complete this training before the start of your mentoring relationship.

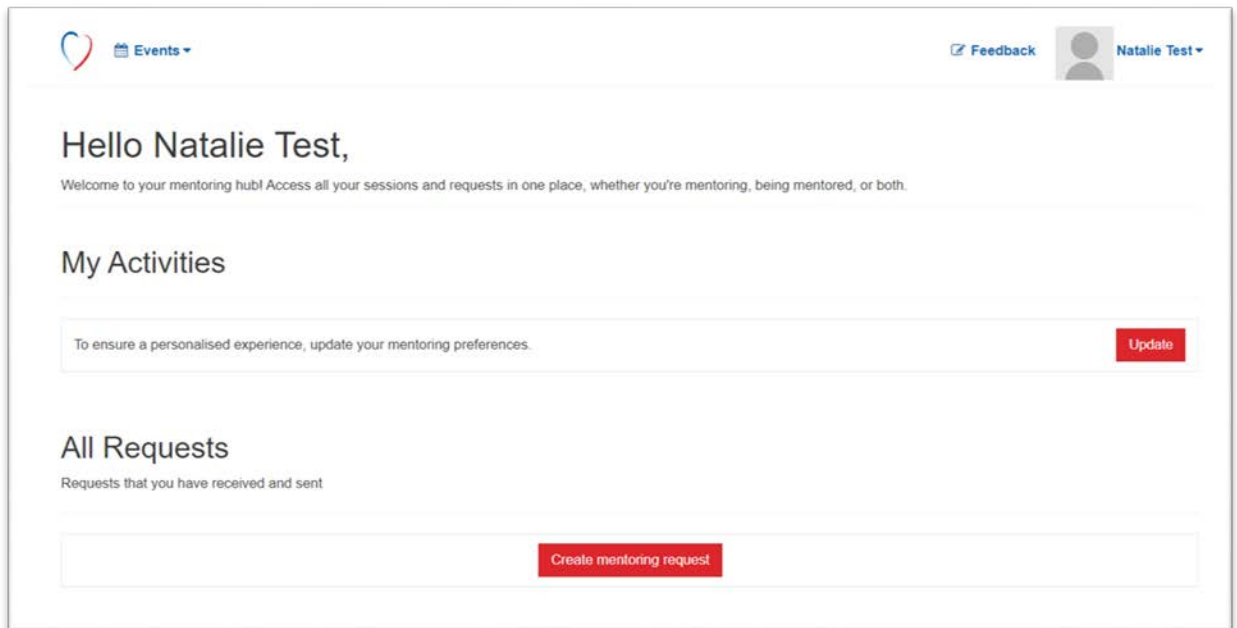
Once you have completed the training, please email your completion certificate over to academy@bcs.com and we will store this upon your record.

Mentee Guidance

- **How do I become a Mentee?**

As you may be aware, we have recently announced the launch of our **new member engagement platform**, which has been developed to make it easier for you to manage your BCS membership activities online. As part of the transition, we require all BCS members to create their profile on the new platform. If you have not already done so, please sign up to your new account before following the mentoring sign up steps.

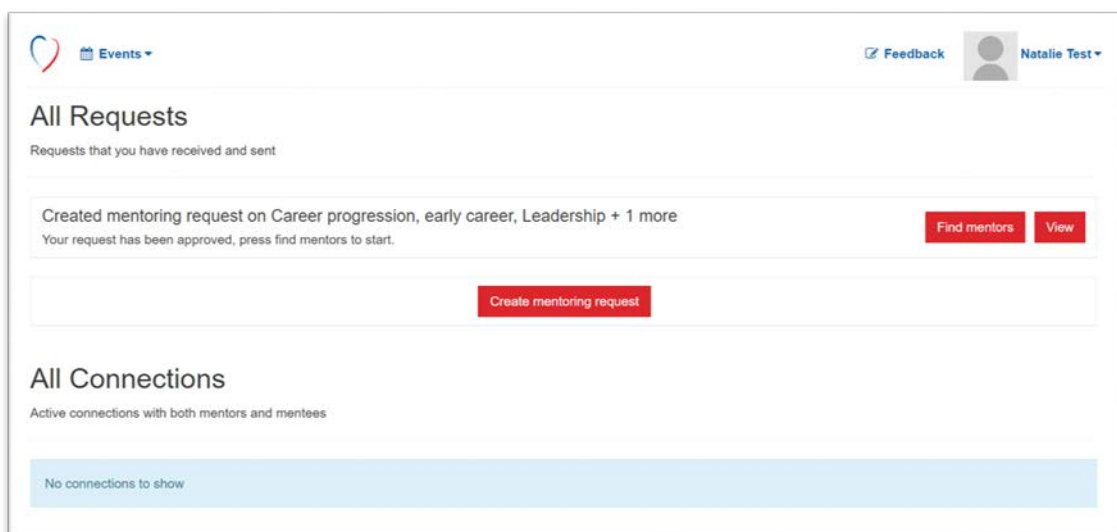
1. Once you have registered for your account, please email academy@bcs.com. We will then send you a mentoring link to sign in to the mentoring platform. From here you will be promoted to log in using the details your new BCS log in details.
2. You must then **complete your mentoring preferences** in order to start accessing the programme. Completing your preferences allows mentors to review your area(s) of support, and any other details required when requesting a mentor.
3. We then ask that you complete a mentoring request. This request is then sent to our administration team who will accept you onto the programme.



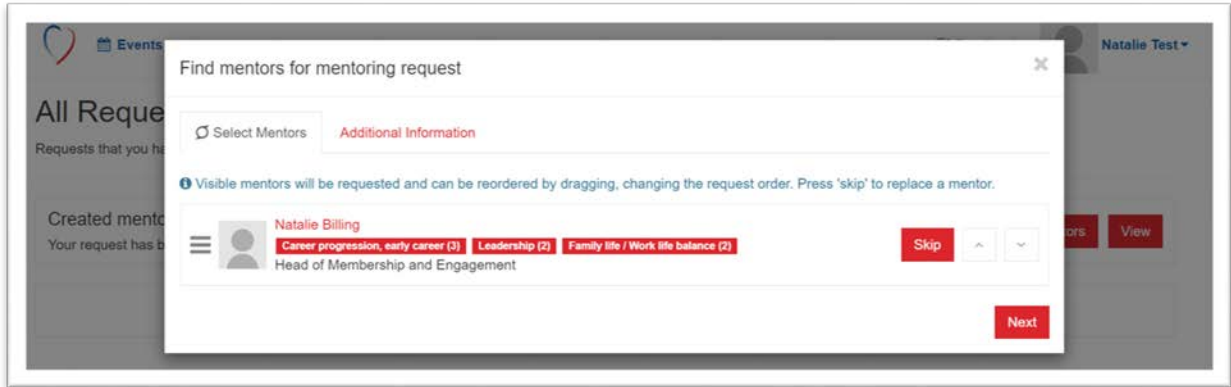
The screenshot shows the mentoring hub dashboard for a user named Natalie Test. At the top, there is a navigation bar with the BCS logo, an 'Events' dropdown menu, a 'Feedback' button, and the user's profile picture and name 'Natalie Test'. The main content area starts with a greeting 'Hello Natalie Test,' followed by a welcome message: 'Welcome to your mentoring hub! Access all your sessions and requests in one place, whether you're mentoring, being mentored, or both.' Below this is a section titled 'My Activities' with a message: 'To ensure a personalised experience, update your mentoring preferences.' and an 'Update' button. The next section is 'All Requests' with the subtitle 'Requests that you have received and sent' and a 'Create mentoring request' button.

- **How do I find a Mentor?**

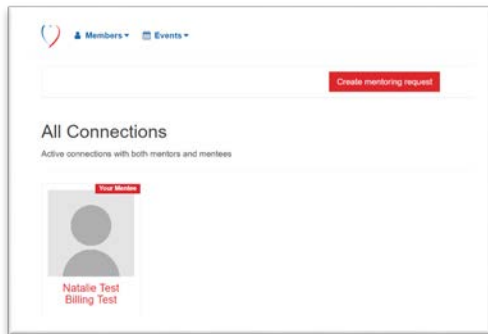
Once you have been enrolled as a Mentee by our administration team, you can then click on the 'Find Mentors' button. The most appropriate and similarly matched Mentors to your request will appear. You can then send them a mentoring request.



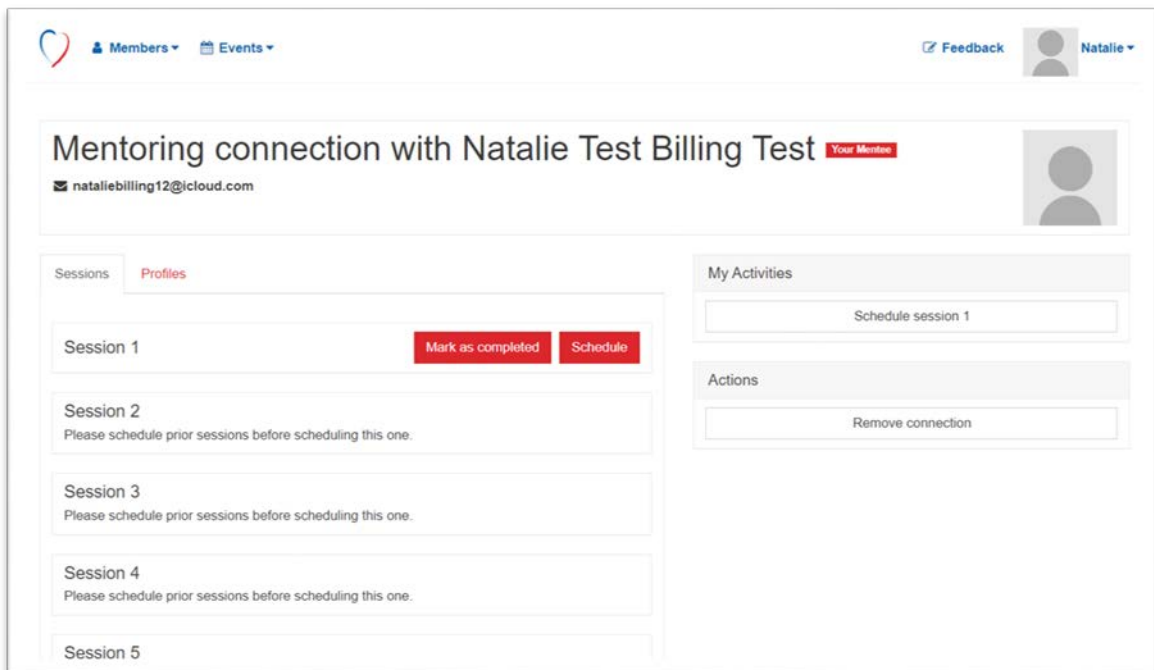
The screenshot shows the 'All Requests' section of the mentoring hub. It features the same navigation bar as the previous screenshot. The main content area is titled 'All Requests' with the subtitle 'Requests that you have received and sent'. A message states: 'Created mentoring request on Career progression, early career, Leadership + 1 more' and 'Your request has been approved, press find mentors to start.' Below this message are two buttons: 'Find mentors' and 'View'. At the bottom of the section is a 'Create mentoring request' button. Below the 'All Requests' section is a section titled 'All Connections' with the subtitle 'Active connections with both mentors and mentees'. A light blue box below this section contains the text 'No connections to show'.



Your Mentor will then appear under your connections



You can then click on your connection and schedule your first and subsequent sessions using the following options;





- **Who are the Mentors?**

Mentors are other members who have volunteered their time to support other members' careers.

- **Can I have more than one Mentor?**

No - The BCS recommends one mentor per mentee.

- **What should I do if I don't hear from the Mentor I requested?**

If you don't hear from the Mentor within 14 working days of your request, please contact academy@bcs.com.

- **What if the Mentor isn't the right "fit" for my needs?**

Sometimes, regardless of the information provided, Mentors and Mentees don't always "fit." If this happens, we suggest that you discuss your decision honestly and kindly with your Mentor; thank them for their time then start a new Mentor search. If you feel there is anything you'd like to report to BCS about your mentoring interaction, please do so at academy@bcs.com.

- **Where can I meet with my Mentor?**

This is agreed between the mentee and mentor. It is likely that most of your communication will occur by phone or electronically. The annual meeting offers a great opportunity to meet in person.

- **How long does the mentoring relationship last?**

We recommend that you and your Mentor agree on a schedule that works best for both of you. The most important thing is to discuss your mutual expectations about time and communication at the start of your relationship. Your mentoring relationship will be for **one year**.