**CAMPUS MENTORSHIP PROGRAMME**

**Mentee Profile Form**

The **Campus Mentorship Programme**is designed to help and **support**you as you manage your own **learning**in order to maximise your **potential**, **develop** your skills, **improve** your performance and **become** the person you want to be

The purpose of this form is to obtain generic information from the mentee to assist the Committee with the appropriate matching to a mentor.

The form should be completed by the mentee to assist the Matching Committee in understanding the candidate and their expectations from the programme.

Name:

Department:

Department Head:

Cell phone number:

Phone extension:

1.  Briefly describe how the mentoring relationship could assist you at this point in your development.

2.  Below is the list of knowledge areas and skills that you may select in focusing your efforts with your mentor.  Rate the following on a scale of 1-5 (1 = highest developmental priority, 5  = lowest developmental priority).  In the space provided, list any additional developmental areas you would like to work on with a mentor.

**Understanding the local and regional tertiary education industry | PRIORITY #**

* Understanding who the “client” is
* Conducting scholarly research and publishing your work
* Understanding Business acumen/commercialisation
* Enhancing your teaching skills
* Understanding the demographics
* Understanding how technology impacts the industry
* Learning about the current issues facing the industry
* Utilizing and accessing outside resources

OTHER:

**Understanding The University of the West Indies**​ | **PRIORITY #**

* Learning how to navigate the culture
* Understanding what is meant by contribution to University life
* Understanding and learning how to operate within the unwritten rules
* Learning about the internal systems, procedures, services and products at The University of the West Indies
* Understanding the operational issues that impacts how we do business
* Learning about strategies that guide our work:
* Client strategies
* Company strategies
* Technology strategies
* Marketing strategies

OTHER:

**Career Planning & Development​​ | PRIORITY #**

*(This should be tied to your Individual Career Development Plan (ICDP))*

Examples of what a mentee might learn in this area:

* Creating, setting and assessing professional goals realistically and refining them to achieve maximum success
* Identifying and assessing one’s strengths and weaknesses and developing a plan of action to increase one’s effectiveness
* Networking within and outside of The University of the West Indies
* Learning how to access resources
* Learning to be more creative and innovative
* Balancing work and life

OTHER:

**Leadership | PRIORITY #**

* Developing and promoting a strategic vision and translating it into realistic action and gaining support for its implementation
* Learning and utilising good management practices
* Exploring issues/situations with an entrepreneurial spirit
* Operating from a team perspective and being a significant contributing member
* Learning how to get things done and influencing key players to win support
* Developing negotiating skills
* Developing conflict resolution skills
* Presenting yourself with confidence, competency and credibility

OTHER:

**Managing Change | PRIORITY #**

* Viewing change as an opportunity for growth and being proactive
* Learning how to manage change in a positive manner
* Communicating effectively in the change process to achieve successful results
* Learning how to manage personal and team stress effectively

OTHER:

**Communicating Effectively | PRIORITY #**

* Learning how to network within and outside of one’s area
* Understanding the importance of both formal, informal, written and oral communication and learning how to communicate more effectively
* Developing Grant Writing skills
* Listening effectively
* Managing a meeting to maximize results
* Learning how to influence decisions and actions taken
* Leveraging positive relationships and managing less than positive relationships to achieve goals
* Managing up the organization
* Managing clients effectively
* Understanding the importance of providing quality service to internal and external stakeholders

OTHER:

3.  Professional development requires a willingness to learn by taking risks and accepting constructive feedback.  Describe how you prefer to receive feedback and how you would utilize it to increase your success.

4.  What areas of professional development have you and your Head of Department discussed

that you would like to work on with a mentor?

5.  What concerns, if any, do you have about being involved in this program?

6. Feel free to include any other skills or competencies that you may need to develop:

​When complete, please submit the completed form to [STA-hrtraining@sta.uwi.edu](mailto:STA-hrtraining@sta.uwi.edu) by March 31, 2023.

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