

Structured Mentorship for Internship

A guide to a fulfilling mentorship journey



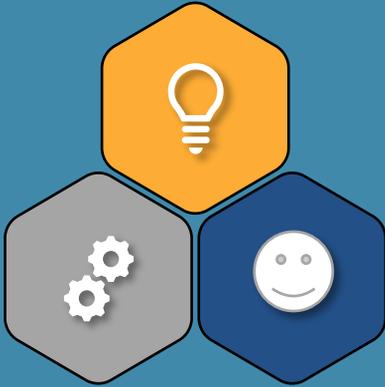
MENTORSHIP

The purpose of mentorship is tap into the existing knowledge, skills, and experience of high performing person to help another less-experienced person in developing specific skills and knowledge that will enhance professional and personal growth.

A mentor's guidance and moral support will help the mentees understand their career and progression opportunities in the industry, deepen their skills, and develop confidence in areas where they are trained for.



ATTRIBUTES OF A MENTOR



Knowledge

Relevant, industry-related knowledge obtained from formal/informal education.*

Skills

Current and in-depth skills gleaned from significant work experience in the industry sector that the intern is working in. Possessing mentoring skills/experience** and/or undergoing mentorship training.

Attitude

Possessing personal traits that are conducive for mentoring e.g. nurturing, enthusiastic, open, caring, objective, conduct oneself professionally, willing to listen and share.

*<https://www.skillsfuture.sg/skills-framework>

** Experience may be quantified in terms of number of years in a supervisory/managerial role as deemed appropriate by the company.

ROLE OF A MENTOR



Facilitate intern's deeper understanding of the business sector/industry



Motivate and inspire intern by sharing work experiences and career journey in the industry



Guide intern on job prospects and industry career pathways

IMPLEMENTATION

Schedule

Minimum of 2 engagement sessions, once in the beginning, sometime in the middle or at the end of the internship.

Mode

Mode of meetup can be via coffee break, lunch break or informal chat sessions

Duration

Depending on nature of engagement, meetings of around 30 to 60 minutes per engagement session during office hours is recommended.

Suggested Activities



Networking

Attending events together, such as department meetings, or industry events, can provide opportunities for the mentees to develop connections and professional relationships.



Coaching & Guidance

Discussions on industry trends and work skills can keep both mentor and mentee current, relevant and in demand.



Sharing

Sharing of experiences, industry knowledge and career journey to inspire mentees with insights into the industry

CORE TOPICS FOR ENGAGEMENT



Overview of
Industry and Trends
Shaping It



Career Development and
Progression Pathways of the
Company/Sector/Industry



Mentor's sharing on
his/her Career
Journey

Other suggested topics

- Managing Challenging Work Assignments
- Partnering Co-workers for Win-Win Outcomes
- Cultivating a Global Mindset
- Steps to Building Confidence
- Resilience in the Face of Adversity
- Handling Objections and Resistance to
- Ideas and Proposals
- Appreciating Workplace Diversity
- Communication & Working in Teams