2016-2017

School of Dental Science GradLink Mentoring Programme

Connecting Graduates & Students
Programme Launch
26th October 2016

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Order of Events
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6:00pm
Mentors briefing, Boardroom

6.45pm
Student briefing, Common Room

7.00pm
Welcome from the Head of School

7.15pm
Alumni speakers share their career experiences
Students share their concerns and expectations
Q & A Session

8:00pm-9:00pm
Reception and opportunity for mentors and students to meet informally

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Thank you!

Thank you to our Graduate Mentors, staff and students for their time, support and enthusiasm.
The School of Dental Science and Dublin Dental University Hospital

The School of Dental Science is one of four schools in the Faculty of Health Sciences. The School is located within, and works in partnership with, the Dublin Dental University Hospital. The Dublin Dental University Hospital is a centre of excellence in patient care, education and research, which enhances the learning experience of our students and the delivery of care to patients in an integrated way. Located in the busy centre of the city, Dublin Dental University Hospital is a voluntary hospital providing primary, secondary and tertiary care for patients on a local, regional and national basis. The TCD School of Dental Science and the Dublin Dental University Hospital are one of three dental education and training institutions in Ireland and provides programmes across the full range of specialties in dentistry. The School and Hospital’s educational programmes encompass undergraduate, postgraduate, auxiliary and continuing education programmes. The School has an active research ethos.

What is Mentoring?

Mentoring is an interactive learning and educational experience, between alumni and students, to assist students in their personal and career development.

Mentoring in the School Dental Science

The mentors are alumni who have had a number of years work experience since graduation and at the School’s request have agreed to share this experience and offer guidance. The mentees are students of the School interested in learning from the mentors experiences and being advised, guided and informed by them.

How does the programme work?

During the programme launch, three keynote speaker, drawn from the graduate mentors, will briefly introduce themselves and outline their career experience to date. Following this, a reception will be held giving students and mentors an opportunity to meet informally. Students who wish to participate will be matched with a mentor for the programme and will have the opportunity to arrange their next meeting. Depending on demand, up to three students will be matched to each mentor.

To maximise the benefit of the programme, students and mentors should aim to meet approximately three times between the launch on October 26th and the wrap-up event on 25th January 2017 or a total of 8-10 hours (including launch). Meeting space will be made available in the Global Room, Trinity College Dublin on one or two evenings every month to facilitate these meetings. The Global Room is located in the Watts Building (beside the Academic Registry on the first floor).

Topics of interest to mentees in the past included:

- Researching and exploring particular job roles and sectors
- Deciding on what to do after college
- Review a CV/LinkedIn profile
- Practice job interviews, networking
- Introductions to other professional colleagues
- Finding jobs not advertised
- Exploring postgraduate study
Mentoring Programme Contacts:

School of Dental Science GradLink Co-ordinator:
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Careers Advisory Service
Orlaith Tunney, Careers Adviser
Tel: 01 896 3764, Email: Orlaith.Tunney@tcd.ie

Trinity Development & Alumni
Gianna Hegarty, Schools Liaison Officer
Tel: 01 896 8522, Email: hegarty2@tcd.ie

*Linda is your first point of contact for questions regarding GradLink mentoring.
Purpose of mentoring:

Schools support the personal and career development of students. Graduates willing to share their wealth of experience can contribute significantly to undergraduate learning in Schools participating in mentoring. Mentoring is an interactive learning and educational experience, between graduates and students to assist students in developing personally and professionally. Students benefit enormously from the exchange of ideas with graduates and gain useful insights into optimising their time in College and how they can best manage their career development. For their part, graduates feel that as well as “giving something back” to the School and keeping in touch with College, they also benefit on a more personal level.

Launch Event:

Enjoy meeting graduates and exploring their career progression and experiences at the launch. Approximately 2-3 graduates (numbers vary by school) will briefly introduce themselves and their sector of employment, job role and/or specialism and what they have to offer mentees. You will receive a booklet with the profile of all participating graduates. Approximately 2-3 students will briefly introduce themselves and indicate what they hope to gain from GradLink.

Topics that may be of interest to you:

- Review a CV/ LinkedIn profile
- Practice job interviews, professional communication and networking
- Introductions to other professional colleagues
- Finding jobs not advertised
- Understanding of the practical issues of business e.g. legal, business and wellbeing
- Securing a day/half day work shadowing to get an insight into a job/ sector

Introduction to mentors:

Students will be matched with graduates prior to the Launch Event. If there is a number of mentees in a mentor’s group, a lead mentee will co-ordinate meetings between the group and the mentor. Mentees will be informed of their mentors at the launch. Mentees can arrange a date for the first meeting at the launch event and follow up by email with the mentor. It is encouraged to meet three times before end of January 2017. It is important to approach the mentoring relationship with an open mind, professionalism and respect. This includes communicating professionally, following through with commitments to meet your mentor or rescheduling meetings in advance, not at the last moment.
Suggestions for the first meeting:

1) Set of ground rules such as
   • overall objective
   • roles and responsibilities, such as organising meetings, providing feedback
   • where and when you will meet, and for how long
   • what areas will be covered, and what not
   • formal and informal contact outside scheduled meetings
2) Set date and agenda for next meeting.
3) Confirm agreed actions and next meeting. Please remember that if you have to cancel a meeting, do so well in advance, and arrange an alternative date.

In some cases, this relationship may continue, with agreement of both parties over a number of years helping the student to progress through various stages of their career.

Time commitment: Approx. 10 hours from the launch event to the programme evaluation.

- Attending the Launch Event: usually 6.30-9pm see CAS Events.
- Meet Ups with Mentor: Approx. 3 meetings for approx. 1 hour
- Respond to evaluation in February 2017

Expectations of mentees:

- To contact your mentor to schedule your first meeting
- To keep meetings/contact within parameters established by mentor
- To be proactive, willing to meet with your mentor and come to meetings prepared
- To discuss and progress your goals and expectations
- To inform the School Co-ordinator/Global Officer if there are any issues connecting/communicating with mentors

Expectations of mentors:

- 3+ year professional experience, active in a sector
- Willing to assist mentees to better equip themselves for the labour market in which they have expertise through support, assistance & guidance
- Where advice is sought outside specialist area, mentor to refer back to CAS
- Provide ongoing professional support to 1-3 mentees over the agreed period of time. If you are matched with more than one mentee we encourage you to meet the mentees as a group
- To inform the School Co-ordinator/Global Officer if there are issues connecting/communicating with mentees
Expectations of School Co-ordinator/ Global Officer & Careers Consultant

- **School Co-ordinator:**
  - Be the main point of contact for graduates and students and co-ordination of the event(s)
  - Co-ordinate the matching process
  - Evaluate the programme

- **Careers Consultant will assist with:**
  - Delivering briefing session for mentors and mentees.
  - Advising on referrals which may arise for mentors who feel mentees need expertise outside of their remit e.g. career planning/ information, decision making; personal issues; other

**NOTE:** Careers Advisory Service is open all year round for TCD students seeking impartial professional careers advice

We hope you gain clear benefits from the programme, and that you harness the TCD community to support your career development.
MENTORING - PREPARING FOR YOUR FIRST MEETING

So your mentoring meeting is approaching. You wonder what it will be like. Take a moment to consider what you need.

- Some of my career related / mentoring concerns include (e.g. how to stand out from other candidates, how does the business of pharmacy operate in practice?)...

- What I want to get out of mentoring is (identify three goals)...

- I will know GradLink has worked for me when (list outcomes you hope for)...

It is expected that you will be somewhat nervous as you want it to go well but bear in mind that your mentor will probably feel the same.

Potential areas for exploration with your mentor include:

- What did you think of your course when you were in college?
- What kindled your interest in this area of work?
- How did you get your first job?
- Did you work during college i.e. summers, part time jobs etc.?
- How did you manage working and studying if you did?
- Were you involved in societies?
- What would you do differently if you could change things? Why?
CONTACT WITH YOUR MENTOR - THINGS TO REMEMBER

- Act professional at all times, and return phone calls/emails in a timely fashion.
- It is your responsibility to make the initial contact with your mentor. Initiate a meeting giving your mentor some suggestions of where and when to meet and then allow them time to respond. As your mentor is working prepare to be flexible and work around both of your schedules. [www.doodle.com](http://www.doodle.com) is a useful scheduling tool.
- Ensure you are on time for all meetings and contact your mentor well in advance if you are unable to attend a scheduled meeting.
- Sending a brief agenda to your mentor before each meeting allows preparation.
- The relationship is not designed to provide you with employment; therefore, mentors should not be solicited for job leads within their organisation.

NOTES TO REFLECT ON

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CAREERS ADVISORY SERVICE (CAS) IS HERE TO HELP YOU

“How can CAS help me find a job?”
• Lots of Work Experience & Internships, Short Term jobs as well as graduate jobs are advertised daily at www.tcd.ie/Careers/vacancies.
• Vacancy links – www.tcd.ie/Careers/resources/vacancy_links.php
• Develop your own job search strategy – www.tcd.ie/Careers/students/jobsearch/

“What can I do with my degree?”
• Browse “Your Degree … What Next?” – webpages customised for your course at www.tcd.ie/Careers/students/degree/
• Resources section including the occupational files – www.tcd.ie/Careers/resources/plan_and_research_your_career.php
• Vault Career Insider online careers library – www.tcd.ie/Careers/vaultlibrary/

“I’ve no idea what I want to do after College. I’m feeling confused”
• Use Career Exploration Tools to reflect on your strengths, interests, values, personality and skills – www.tcd.ie/Careers/students/plan_your_career.php
• Schedule a Meeting with your Careers Consultant – a confidential, one to one guidance meeting www.tcd.ie/Careers/contact/contact_us_students.php#make_appointment

“I need to update my CV. Where do I start?”
• Implement the CV advice at CAS website www.tcd.ie/Careers/students/jobsearch/apply/
• Attend a weekly ‘Drop-in CV / LinkedIn Profile Clinic’. For the schedule see CAS Events – www.tcd.ie/Careers/events/
• International CVs & job links can be found at Going Global – www.tcd.ie/Careers/goingglobal/

“How do I ensure my LinkedIn Profile is benefiting my job search?”
• Apply the tips at ‘Networking your Way to Work’ and ‘Quick Guide to LinkedIn’ available at www.tcd.ie/Careers/events/workshops.php#CV_Clinic
• Attend a weekly ‘Drop-In CV / LinkedIn Profile Clinic’. For the schedule see CAS Events – www.tcd.ie/Careers/events/

“I need help with interviews & selection tests. Where do I start?”
• Browse interview advice at CAS website www.tcd.ie/Careers/students/jobsearch/prepare/
• Schedule a practice video interview – www.tcd.ie/Careers/events/workshops.php#events
• Tips on how to prepare for selection tests at CAS website – www.tcd.ie/Careers/students/jobsearch/prepare/selection_tests.php

“Postgraduate study may be my best option. Where do I start?”
• Review the key issues for postgraduate study – www.tcd.ie/Careers/students/advice/postgraduate_study.php
• Find the postgraduate awards notified to CAS – www.tcd.ie/Careers/resources/postgraduate_funding.php
Additional Careers Support Services

MEETING ALUMNI & EMPLOYERS
- Careers Talks
- Employer Fairs
- Recruiter in Residence
- Employer led workshops
- Coffee Chats

POSTGRADUATE STUDY
- Workshops on Personal Statements
- PG Study talks on applying & finding funding

CAREER GUIDANCE
- Confidential one-to-one or small group meeting with your Careers Consultant

ONLINE
- Up to the minute jobs, funding, events & careers information

FINDING JOBS
- Short-term, part-time, internships, work experience & graduate jobs advertised daily online

CAREERS WEEK
- Career talks in a range of sectors and Employer Skills

JOB SKILLS WORKSHOPS
Workshops on:
- CV preparation
- Application forms
- Interview skills
- Personal statements
- Assessment centres

CLASS WORKSHOPS
- Discipline specific session with your Careers Consultant

GUIDANCE TOOLS
- Web-based tools to help sort through your options & focus on what suits you

DROP-IN CV / LINKEDIN PROFILE CLINIC
- Weekly drop-in CV

Careers Advisory Service
2nd Floor, 7-9 South Leinster St, Trinity College, Dublin 2
t: 01 896 1721/1705  |  e: careers@tcd.ie  |  w: www.tcd.ie/careers