



The University of Helsinki Group Mentoring Programme 2023–2024

## Information Pack for the Programme Participants



**Dear mentor or actor,**

**We are delighted to have you on board for the 13th season of the University of Helsinki Group Mentoring Programme. You are part of an important group of 119 students (actors) and 31 mentors. Congratulations on your place once again and a warm welcome!**

In this document you will find basic information about the programme, timetables, and key practices. Please review the material before the Kick-off event to make sure you get the best possible start to your mentoring journey.

### **The basic idea of group mentoring**

In the UH Group Mentoring Programme, an alumni mentor guides a small group of students (actors) from different disciplines for about six months. During the application period, the actors applied for a group of mentors of their interest and based on their wishes and the order of enrolment, the programme's coordination team has put together a group of 2–5 actors for each mentor. As this is a group mentoring programme, each group must include at least two actors.

The particular strength of group mentoring is that, in addition to the support of the mentor, the actors receive peer support from each other. **In group mentoring, the commitment of all participants to the group is therefore of paramount importance**, as each individual's contribution also has a significant impact on the mentoring experience of the other group members.



## Language policy of the programme

The common language of the programme is English. This means that **messages sent to everyone are in English and common events are held in English by the organiser.**

However, we are “simply trilingual” in line with the university's policy, which means that you can speak Finnish, Swedish or English at common events, according to your choice. The language used in your own mentoring group will be based on the language indicated in the mentor's description in the application phase.

## How to prepare for the programme

The support materials of the programme include **a 10-minute mentoring video** that will introduce you to the basic idea of mentoring. You received the video link and password instructions in your email in the November newsletter of the programme. Watch the video today!

The most important support material during the programme is the [The Workbook for Mentoring](#). The workbook is a very practical guide with good instructions and exercises for the different phases of mentoring. If you have time, do familiarise yourself with the Workbook before the Kick-off event. We have also reserved a printed copy of the workbook for you, which you will get at the event. Participants in the remote groups will receive a separate message about the workbook.

**You can always find the workbook and other support materials [on the Materials page of the programme blog](#).**

## Joint events and group meetings during the programme

The joint part of the group mentoring programme consists of a Kick-off event and a Closing event, both of which you can find more information about below. **In addition to the joint events, your own group will meet approximately once a month during the programme at times you agree together.** We will also organise a separate pre-meeting for mentors on 15.11.2023 and a mid-term meeting in February. We will inform the mentors about these meetings separately.

### Kick-off event on 21.11.2023 in Viikki Campus (Info Centre Korona, Viikinkaari 11)

The programme will officially start with a joint Kick-off event on Tuesday 21.11. at 17.00. This will also be the start of your group's activities, as you will meet each other for the first time. During the evening you will agree on the objectives of your group, the topics to be covered during the programme and practical matters such as the meeting schedules of your group.

Coffee will be served from 16.30 onwards. Please arrive early so that we can start the joint event at 17.00 and note that no food or drink is allowed to be taken into the main venue. The group meetings will start at around 18.00 and the event will end at 19.30 at the latest.

Participants of the remote groups will receive additional information about the Kick-off event.

Please [register using this form by 15.11.2023!](#)



**Note! Attendance is a prerequisite for participation in the programme and missing it will greatly complicate your group's activities.** However, if you cannot attend, please inform Salla Wilén (salla.wilen@helsinki.fi) and your group immediately.

### **Closing event 6.5.2024 in Viikki or in City Centre Campus**

The programme will come to a festive end with a joint Closing event on Monday 6.5.2024 at 17.00. At this event, we will gather once again to celebrate the end of the mentoring journey and to summarize the lessons learned during the journey. The location will be confirmed later, but **please reserve this date in your calendar now!**

### **Mentoring group meetings and responsibilities**

Mentoring always starts with the actors setting their objectives. In group mentoring, each actor has already defined their own initial objectives at the application stage, when they have thought about why they want to participate in the mentoring, what they expect from the mentoring and who they would like to have as their mentor.

**At the beginning of the mentoring process, it is important for the group to discuss together what issues the actors want to focus on during the process.** Although the actors have their own objectives for the mentoring, the group needs to define their common objectives and approach and work as a team, responsible for the mentoring together. The mentor's role is to support the group process.

You will agree on your own meeting times and places for your group at the Kick-off event. **We recommend that you agree on future meetings as far as possible to make sure you find times that suit everyone.** The group meetings are intended to be conversational in nature (no training or lectures), so please remember to allow enough time for discussion. A good length for a single meeting is 1,5–2 hours. If you wish, you can decide to do some homework in between meetings. Remember to also talk about how you will deal with any absences.

**The practical arrangements for the group meetings (including invitations, making any room reservations, and sending out meeting links) and their content are the responsibility of the actors.** Any space that is quiet and conducive to confidential discussion can be used as a meeting place. You can use, for example, the university's own group working rooms.

In previous seasons, we have learned that it's good for the group to choose a theme for each meeting in advance, perhaps already at the Kick-off meeting. It is a good idea to review the chosen themes, for example after 2–3 meetings, as you may want to make changes to them during the process. You are free to change your plans, as long as you discuss the issues together and ensure that the wishes of all group members are taken into account.

**The conditions for successful mentoring can be summarised in three guiding principles: commitment, confidentiality and clear objectives** (read more about the principles [in the Workbook for Mentoring, page 6](#)). Remember that your whole group – including the mentor – is involved in this in their spare time and no one is paid for their participation. So please respect your group members by, for example, notifying your absence in good time and showing up on time!



## Mentoring agreement

The programme includes a mentoring agreement, which you will sign with your group at the Kick-off event. **In the mentoring agreement, you will set out important common frameworks, such as your group's objectives and policies.** It is important that you discuss the expectations and goals that each group member has for the mentoring before you sign the agreement.

The mentoring agreement will not be returned to the programme coordination team. Please make sure that you share the contract with all group members as soon as possible after your first meeting. You can have a look on the contract template in advance on [the Materials page of the programme blog](#).

## Certificate of participation and credit application

At the end of the season, all willing participants will receive a certificate of participation. In addition, actors may receive one (1) credit for their participation in the programme, if their own degree programme approves it. It is therefore important for the actor to check this with their own degree programme right in the beginning of the programme.

Career Services will write a separate certificate for the student to apply for the credit if the student meets all the following requirements:

- attends group meetings
- keeps a learning diary for each meeting (0.5–1 page per meeting)
- reads the Workbook for Mentoring and completes at least four (4) exercises of his/her choice from the workbook
- submits the learning diary and the exercises to [careerservices@helsinki.fi](mailto:careerservices@helsinki.fi) by 31.5.2024 at the latest.

## Links to support mentoring

All content is available in Finnish, Swedish, and English, unless otherwise specified. You can switch the language from the top right corner of each page.

Content produced by the Career Services in the Instructions for Students:

- [Career Services](#)
- [Work and career](#)
- [Traineeships](#)
- [Tools for planning your career and future](#) (contains a lot of tips and exercises to support career reflections)
- [Tips fo job search](#)
- [Podcast: "Working Life for Everyone?"](#)
- The university's job and traineeship portal [JobTeaser](#) (Note! On JobTeaser, you can also find events organized by Career Services; event and job postings are mainly published in Finnish or English)



- [Job seeking guide \(pdf\)](#) published by Career Services  
(Language versions of the guide are available on the page [Tips for job search](#) when you change language from the upper-right corner of the page)
- Career readiness self-assessment website [Kudin.fi](#)
- Information on graduate employment in the different faculties of UH: [Graduate employment pages](#)
- [All guidance and counselling services at the university](#)
- [Study support page](#) in Instructions for Students

## We are here for you!

If you have any questions during the season, please do not hesitate to contact our coordination team ([careerservices@helsinki.fi](mailto:careerservices@helsinki.fi)). For personal matters, you can contact Salla directly ([salla.wilen@helsinki.fi](mailto:salla.wilen@helsinki.fi)).

**We hope that the mentoring journey will bring you a lot of joy and valuable experiences.  
See you at the Kick-off event!**

Sincerely,

The Coordination team: Heini Hult-Miekkavaara, Alma Kartal, Marja Peltomäki, Johanna Ruhanen ja Salla Wilén

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