

Coaching and Mentoring Network*

Mentee/Coachee Application Form (applying for support)

Instructions

This is a fillable pdf.

Please complete, save as a pdf, and email a copy to D.Tolia-Kelly@sussex.ac.uk

*For a definition of coaching and mentoring covered by this scheme please refer to the 'About Mentoring' information sheet, at <http://www.sussex.ac.uk/global/internal/schoolgeneral/bame-network>

Personal Details

Name	
Job Title	
School / Department	
Contact Number	
Email	

Aspirations

Briefly describe your current role and responsibilities?	
What areas of work do you require support with?	
Please describe your ideal coach/mentor? (skills, area of work, experience, etc)	
Is there anything else you hope to get out of being involved in the Coaching and Mentoring Programme?	

Commitments

The minimum requirement for meetings is to meet your Coach/Mentor for 3 meetings over a 6-month period (approx. 1 - 1.5 hrs per meeting).

Can you commit to this time?

Yes No

When would you prefer to meet your Coach/Mentor? Please tick as many as apply

Weekday morning Weekday afternoon Lunchtime Anytime

If part-time, which days of the week are you in University?

Mon Tues Weds Thurs Fri

Please let us know any other information, which you feel, may be useful when matching you with a Coach/Mentor.

Expectations

- I understand that I will be a coachee/mentee with one coach/mentor assigned to me.
- I will work towards overcoming the personal challenges that I will share with my coach/mentor.
- I will be available and accessible to my mentor within reason
- I understand that providing regular, prompt and meaningful feedback about my coaching/mentoring relationship to the Coaching and Mentoring Network is an essential component of the programme. If I feel uncomfortable or overwhelmed by any situation, I will contact Divya Tolia-Kelly for assistance.
- If for any reason I wish to withdraw from participating in the Coaching and Mentoring Programme I will contact Divya Tolia-Kelly to discuss my reasons. They will inform my coach/mentor.
- I understand that my application form will be shared with my coach/mentor.

Data Protection

Please note that your application form and a brief record of each coaching session will be kept confidentially by the coach/mentor. This is to assist you and the coach/mentor to reflect on the discussion.

You can ask for a copy of these notes at any time. The information will be held for 12 months and will be held according to the GDPR.

I confirm that the details contained within this form are correct and give my permission for this information to be shared with my coach/mentor.

Signature (or print name)

Date