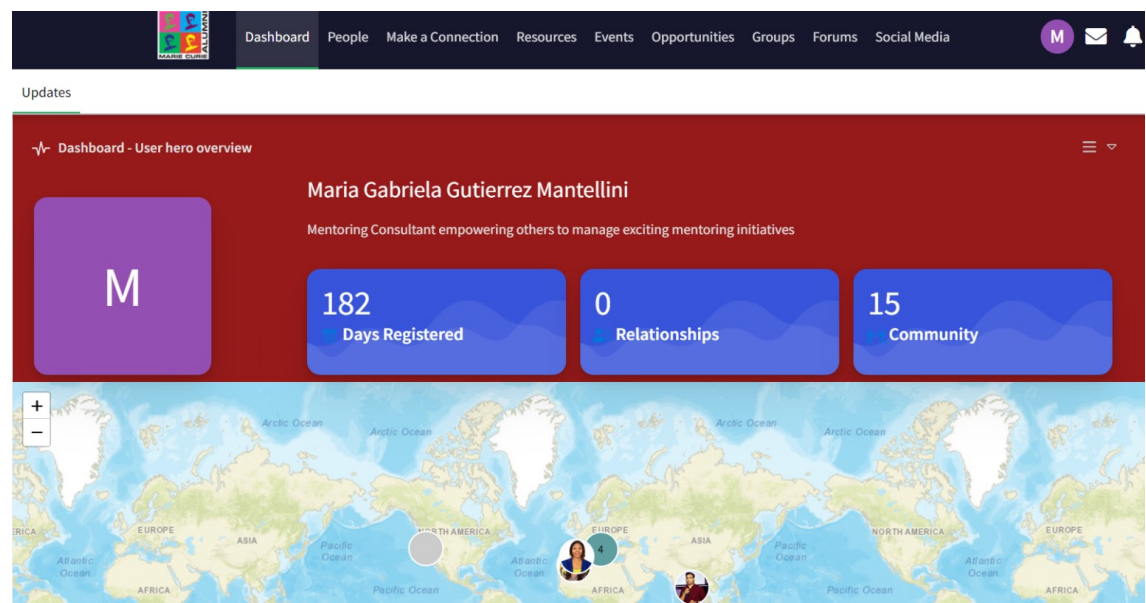


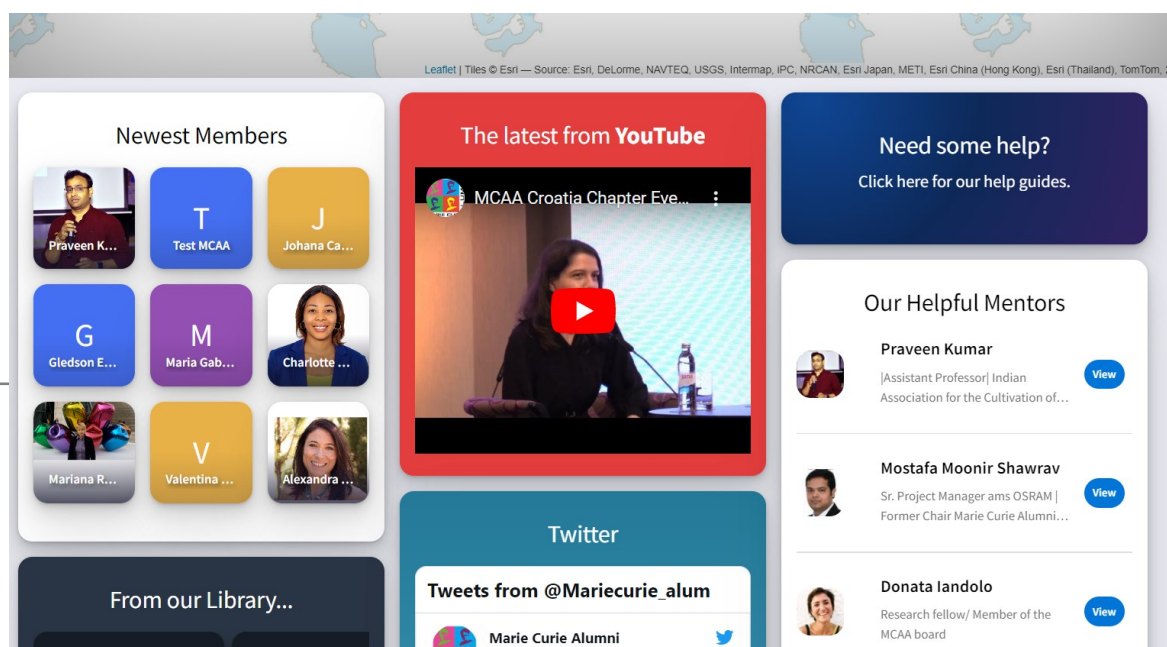
# WELCOME TO THE MCAA Academy



A space where you can find all the information about the Marie Curie Alumni Association and find a mentor, or be a mentor for the community.



You will find resources, updates and the ability to search for other members globally. And a central space is the Mentoring programme, which will allow you to share your experiences, and get advice anytime.



# TOP 4 TIPS TO GET STARTED ON THE MCAA Academy

1

## Sync your profile with LinkedIn

(If you have not created a [LinkedIn](#) account, [this article](#) has very useful tips on how to do so).

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2

## Pay special attention to these elements in your profile:

- Have a professional picture and make sure your current professional information and educational information are up to date.
  - Check your contact information on the platform and confirm that it is up to date. All your interactions on the platform will be notified to your email address on file.
  - Enter your geographical location as this will ensure you appear on the right region on the mapping tool within the platform.
- 

3

## Do your research

Before you approach anyone on the platform, or before you answer any messages or requests you may have received, make sure to look closely into the profile of the other user. There is a lot of useful information on users on their profiles, and the more you know the more meaningful the interaction will be from the start.

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4

## Check back regularly

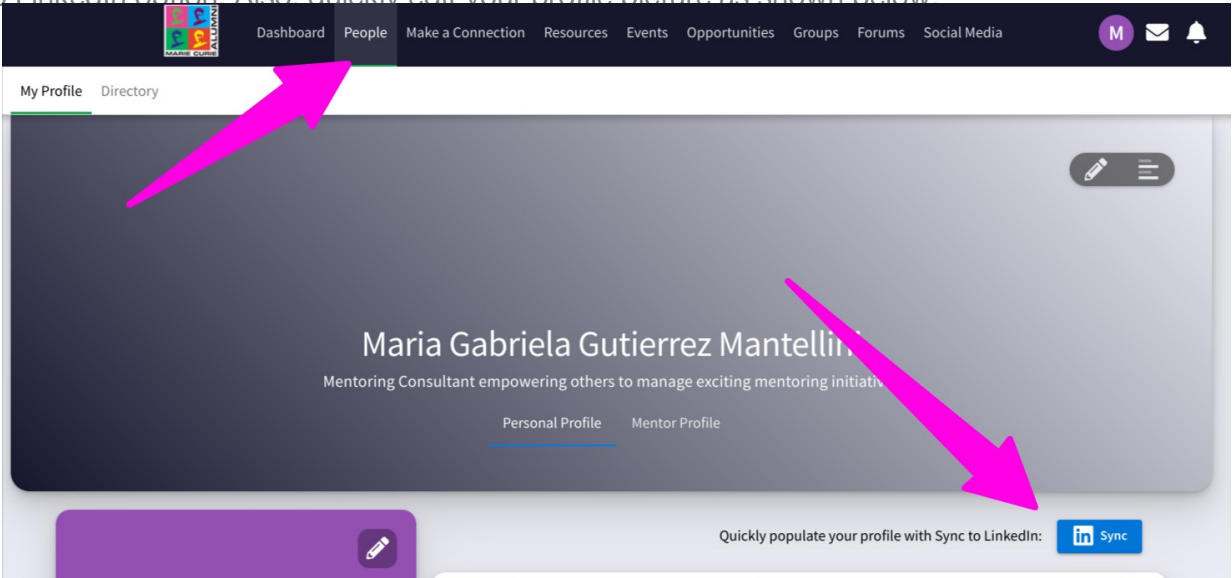
Add a reminder on your calendar or phone to login back into your account at least once a month. New mentors and users join every day, and mentoring availability may be booked up quickly.

# 6 STEPS TO GET THE MOST OUT OF MCAA Academy - P1



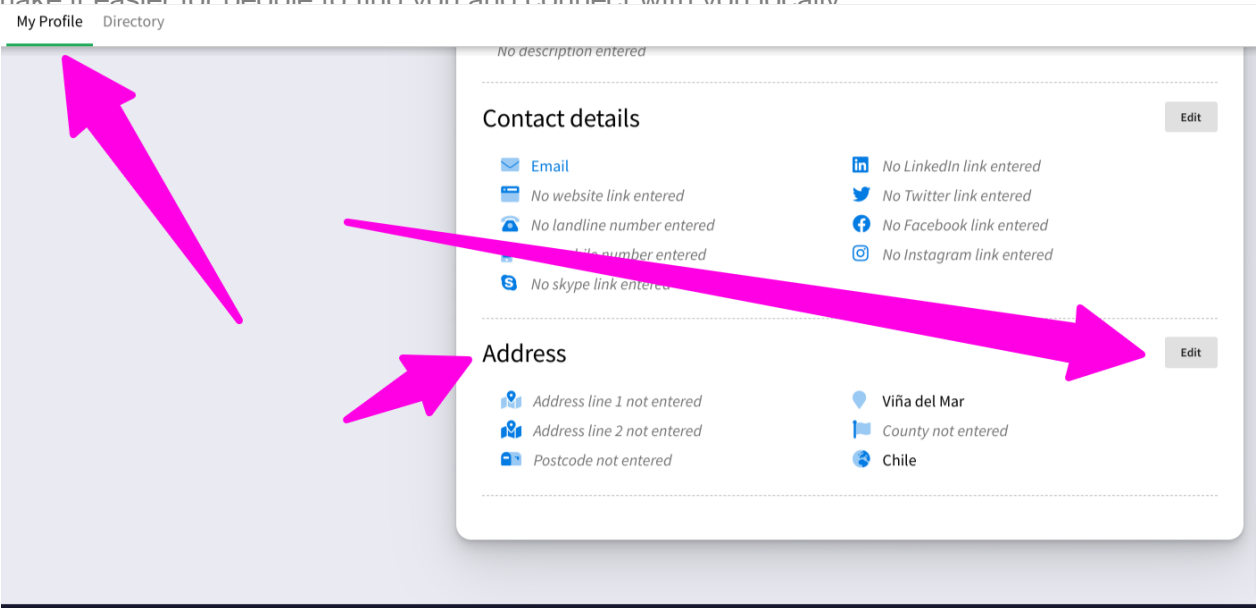
## #1 - PROFILE BASICS

Make sure your profile is as complete as possible. For a very quick process, choose the Sync To LinkedIn option. Also, quickly edit your profile picture as shown below



## #2 - PROFILE DETAILS

Another key element is adding the city and country you are located in. Other users won't be able to see it, but it will allow you to appear on the map up to the city you are located, which make it easier for people to find you and connect with you locally

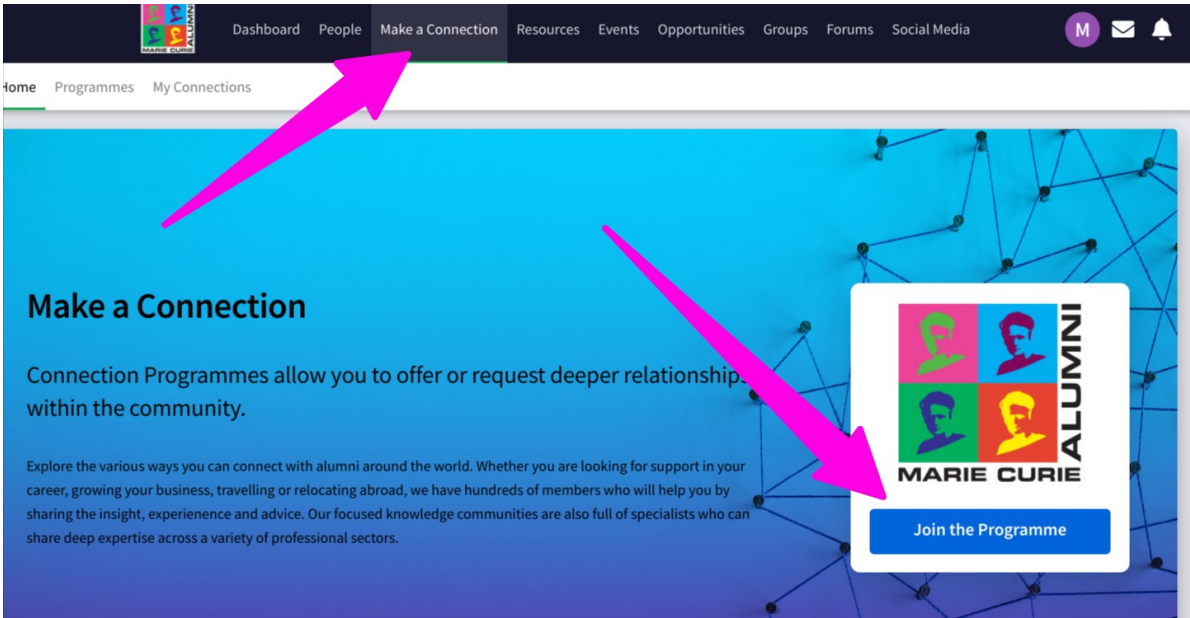


# 6 STEPS TO GET THE MOST OUT OF MCAA Academy - P2



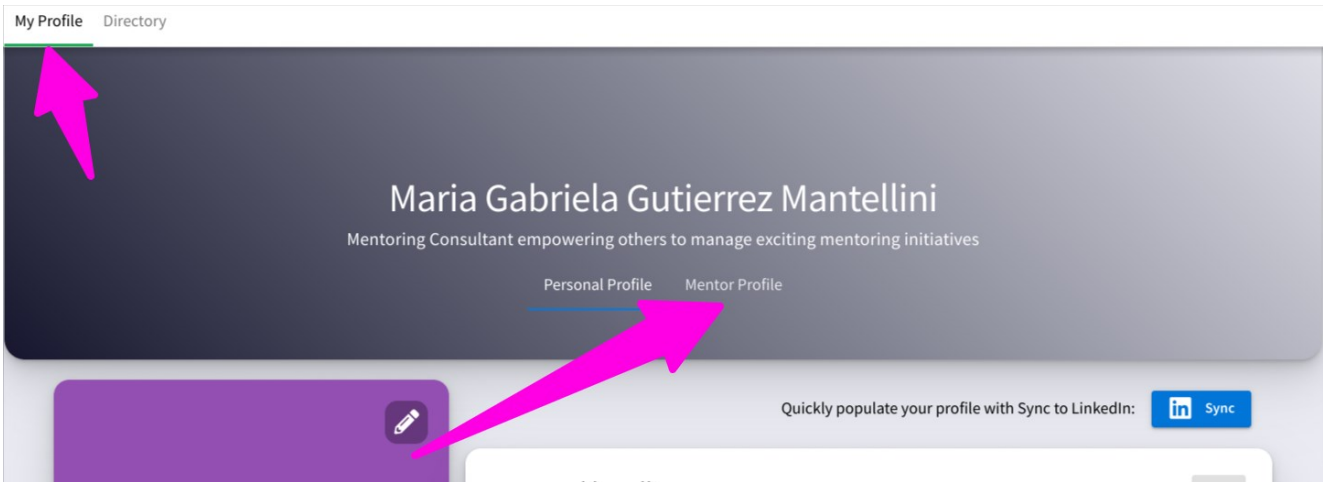
## #3 - JOIN THE MENTORING PROGRAMME

Click on the Make a Connection tab on the top. Then on Join the Programme to see the mentoring initiatives available and apply to be a mentor, a mentee or both.

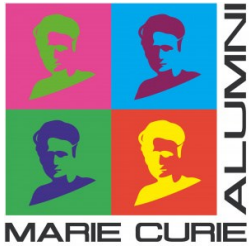


## #4 - COMPLETE MENTORING DETAILS

On the My Profile area, go to Mentor Profile to edit your mentoring information.

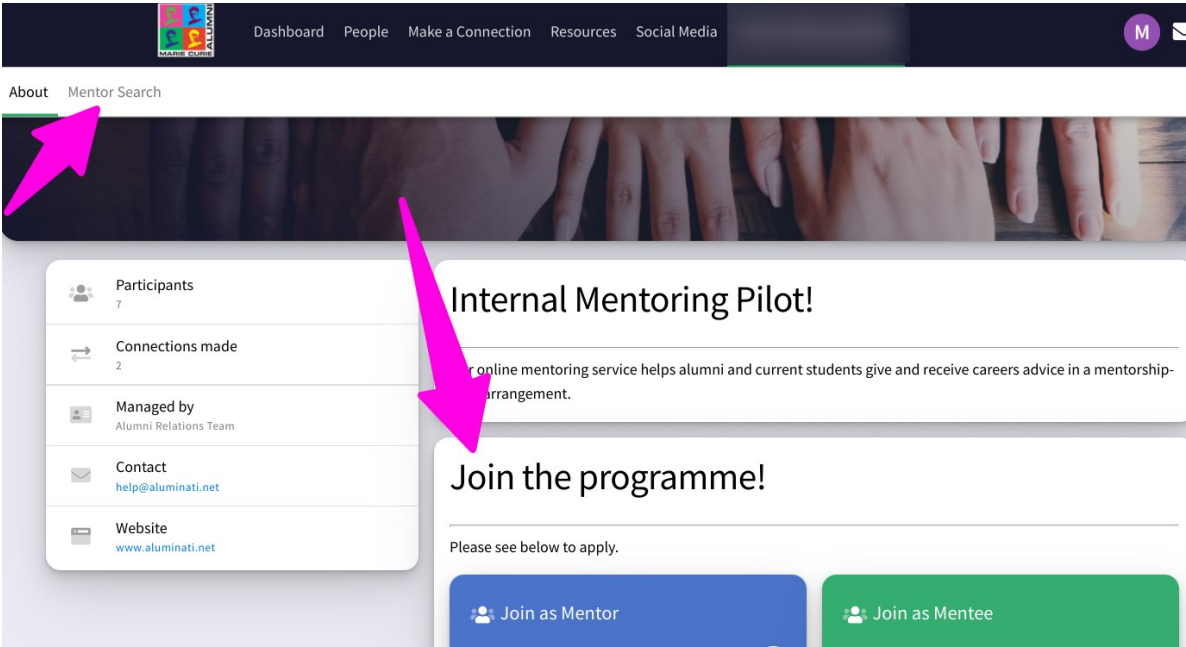


# 6 STEPS TO GET THE MOST OUT OF MCAA Academy - P3



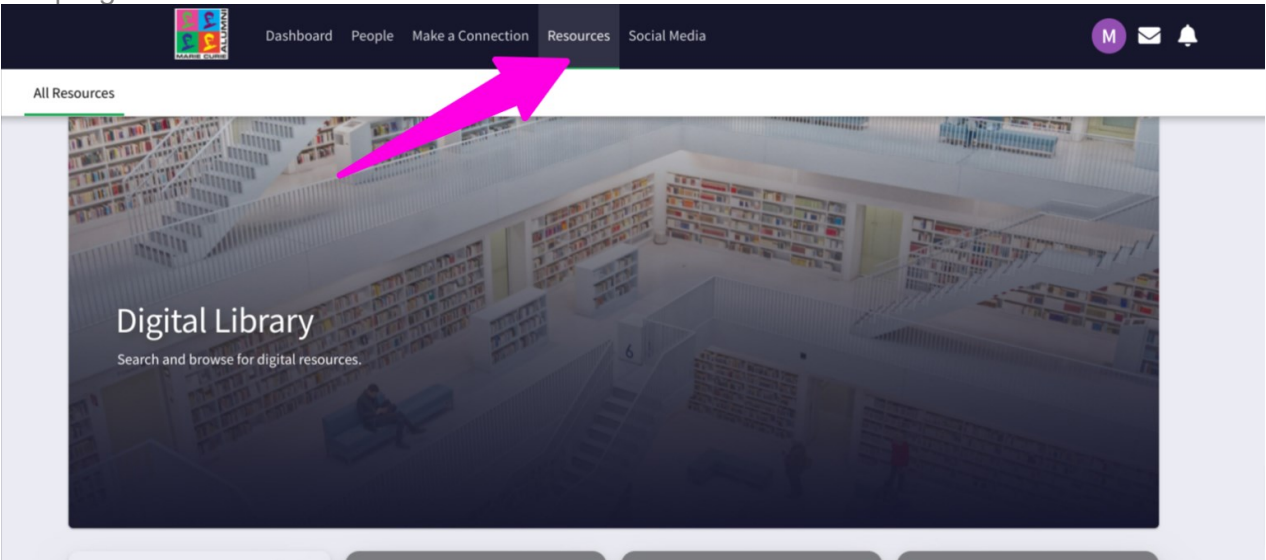
## #5 - MENTORING INTERACTIONS

After you have joined a mentoring programme, you can search for Mentors and connect with them to start sharing experiences and getting advice.



## #6 - FIND RESOURCES

The Resources area is a useful space to find guides and useful information to get the most out of the programme.





# THE STEP-BY-STEP OF ENTERING (and maintaining) A MENTORING RELATIONSHIP



## > **Creating your profile:**

- o Complete as many fields as possible. If you have a LinkedIn account, use the synching function for easy profile completion.
- o Check [this guide](#) for great tips on having an amazing LinkedIn profile.
- o Make sure you have a good quality profile picture

## > **Choosing the right mentor**

- o Look beyond industry or faculty.
- o Read the mentoring description top box and consider the length of experience in the field
- o Look at the list of services the mentor is offering to ensure a good fit.

## > **Sending first message - a sample is below:**

Dear \_\_\_\_\_,

My name is \_\_\_\_\_ and I am a [insert current PhD information or current job position]. I have been looking for some advice on [insert industry, organization name or specific skills] or to hear experiences of someone on this specific professional field. I believe your experiences in (insert organization names, expertise of mentor) will be incredibly valuable to me and will allow me to reach my current goals. I am looking to improve my (CV, interview skills, commercial awareness in a specific area). Would you be available to meet for a coffee or have a phone call and explore a potential mentoring collaboration in the upcoming weeks?

Looking forward to your reply,

Your name

## > **Preparing for first meeting**

- o Schedule a meeting in a place convenient for the mentor - it can also be online. Make sure to clarify logistics (where to meet, how to find each other, any security protocol if you are meeting at the mentor's offices, if using Zoom or another video call software)
- o Have an idea of your professional aspirations 1 year from now, 5 years from now and 10 years from now.
- o Prepare specific questions about the information contained in your mentor's profile within the MCAA Academy.

## > **First meeting:**

- o Arrive on time.
- o Introduce yourself, describe why you chose your course and your aspirations.
- o Ask lots of questions. The first meeting is a great way to start building rapport and getting to know your mentor.
- o Go over the mentoring logistics of the mentoring relationship (mode of communication, platform to schedule meetings). Remember this is an exploratory meeting. You are not still in a formal mentoring relationship, and this is a great time to explore if the relationship will be beneficial to both mentor and mentee.

## > **Post meeting and beyond**

- o Send an email summing up any actions agreed and scheduling the next meeting within 24 hours of your first meeting.

# ROLES, RESPONSIBILITIES & TROUBLESHOOTING - P1



## WHAT DOES IT ENTAIL TO BE A MENTOR?

- As a mentor, you will give advice and share your professional experiences with other members. You will get requests from potential mentees, and you can accept or decline requests.
- The approximate time commitment for being a mentor is 12 hours annually - it is expected you will be in touch with your mentee once every six weeks or so. The time commitment monthly will vary depending on availability and objective setting.
- You can offer the following services to the mentees on the MCAA Academy platform. You can choose as many as you wish from the below list:

The screenshot shows a web interface titled 'Services' with a blue icon. Below the title, it says 'Please select the services you wish to provide as a "Mentor"'. There are three main sections, each with a toggle switch and a 'Connection limit' dropdown menu:

- Maximum total connections:** A checkbox is checked, and the limit is set to 10.
- Via Email:** The toggle is turned on, and the connection limit is set to 5.
- Phone / Video Call:** The toggle is turned on, and the connection limit is set to 5.
- Face to Face:** The toggle is turned on, and the connection limit is set to 5.

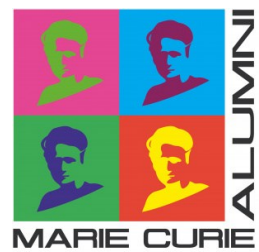
## WHAT DOES IT ENTAIL TO BE A MENTEE?

As a mentee you will be able to search and request mentoring support from member mentors. The mentoring relationship is mentee-led, which means that you will be in charge of sending the first approach to potential mentors, scheduling meetings and following-up on actions. The approximate time commitment for being a mentee is 12 hours annually - it is expected you will be in touch with your mentor every 6 weeks to coordinate meetings and share progress. The time commitment monthly will vary depending on availability and objective setting.

## WHAT IF I HAVE A DISAGREEMENT OR CONFLICT WITH MY MENTOR OR MENTEE, OR A PROBLEM WITH THE PLATFORM?

Please always let the **MCAA admin team** know so they can advise on the next steps. The Ethics Committee can support in troubleshooting these issues.

# ROLES, RESPONSIBILITIES & TROUBLESHOOTING - P2



## I HAVE AN ACTIVE MENTORING PROFILE, BUT I HAVE NOT RECEIVED ANY MENTORING REQUESTS YET.

- The MCAA Academy is always changing and new members join every day, so a request can come in anytime. The information on your profile, including your professional history is already useful and inspiring to those on the platform, and current members do not always contact mentors, but scroll through profiles to get ideas on professional pathways and achievements from MC alumni.
- If you have a specific requirement or offer for mentees, let the **MCAA admin team** know, so they are able to match you to an appropriate member if the opportunity arises.

## WHAT IS THE EXPECTED RELATIONSHIP DURATION?

The recommended duration of a mentoring relationship is six to nine months or at least six meetings. This gives enough time for mentor and mentee to set up objectives, work on them and review them before moving on. However, mentoring relationships can also last a very short period or many years. It is up to the mentor and mentee to set up an initial duration and then reassess once this time is up.

## HOW DO I END A MENTORING RELATIONSHIP IF IT IS NOT WORKING?

Although it may be intimidating, knowing when to stop a mentoring relationship is a very important element of mentoring. It is essential to communicate the desire to stop the mentoring relationship, never stop contact without making clear the reasons for stopping. When possible, it is best to end a mentoring relationship as early as possible. Make sure to use the first and second meeting to get to know your mentor or mentee, share experiences and objectives to determine if an extended mentoring interaction can be beneficial to each other.

## WHAT DO I DO IF MY MENTOR REQUEST IS NOT BEING ANSWERED?

Mentors are quite busy and email inboxes can be filled with hundreds of emails a day as well. The rule of thumb is to **follow-up at least 3 times** before moving on to a different mentor. Make sure to follow-up through a different route as well, if previously agreed with your mentor (phone, text message, etc.). If after the third approach you do not get a reply, please let the **MCAA team** know and they will advise on next steps.

## WHAT DO I DO IF MY MENTEE IS NOT ANSWERING MY MESSAGES?

If it has been a week and a mentee has not replied, please follow-up on the agreed back-up method on your mentoring agreement. If there is still no answer, please let the **MCAA team** know so they can advise you on next steps.

## ARE THERE ANY COSTS ASSOCIATED WITH THE USE OF THE MCAA ACADEMY COMMUNITY?

There is no cost attached to any of the services on the MCAA Academy.