**Mentoring Session: Career Confidence and Transversal Skills Worksheet**

**Mentee Name: Mentor Name: Date:**

Session Objective:  
To build your confidence and strengthen key transferable skills such as communication, problem-solving, and adaptability for career success. This worksheet uses the WIN model (What? Imagine solutions, Next steps) to encourage collaborative problem-solving between you and your mentor.

**Before the Session**

**Instructions: Complete this section to reflect on your current skills and areas for growth.**

**1. Self-Assessment**

**Rate your confidence level in the following networking-related skills from 1 (low confidence) to 5 (high confidence). Write an example where you’ve successfully used or attempted to use this skill.**

| **Skill** | **Confidence Rating (1-5)** | **Example Where I Used or Tried This Skill** |
| --- | --- | --- |
| Communication Skills |  |  |
| Teamwork/Collaboration |  |  |
| Problem-Solving Skills |  |  |
| Adaptability |  |  |
| Time Management |  |  |
| Conflict Resolution |  |  |

**2. Reflection**

* **What is your strongest skill, and how has it helped you in the past?**
  + **Answer:**
* **What skill do you want to improve, and why?**
  + **Answer:**

**During the Session with Your Mentor**

**Instructions: Work through these activities with your mentor, using the WIN model to guide collaborative problem-solving.**

**1. Applying the WIN Model**

* **W – What?  
  Identify a challenge you face in one of the skills rated lower in your self-assessment.**
  + **What is the challenge?**
    - **Answer:**
* **I – Imagine Solutions  
  Brainstorm solutions with your mentor to overcome this challenge.**
  + **What solutions did you and your mentor imagine together?**
    - **Answer:**
* **N – Next Steps  
  Agree on actionable steps to implement these solutions.**
  + **What are your next steps?**
    - **Answer:**

**2. Practice Transversal Skills**

* **Communication Exercise:**Discuss what should be included in a professional email / cover letter introducing yourself to a potential employer, draft following the session and share with your mentor.
  + **Mentor Advice:**
* **Problem-Solving Scenario – common interview question:  
  Discuss how to handle this situation: You are working in a team where a key task has not been completed on time. What do you do, how do you handle this?**
  + **Your answer:**
  + **Mentor Feedback:**

**After the Session**

**Instructions: Reflect on the session and plan actionable next steps based on your mentor’s feedback.**

**1. Session Takeaways**

* **What is one thing you learned about your problem-solving style during this session?**
  + **Answer:**
* **What advice from your mentor did you find most helpful?**
  + **Answer:**

**2. Action Plan**

* **What is one small step you will take this week/month to improve your confidence or skills?**
  + **Answer:**
* **How will you remind yourself of your strengths during challenging moments?**
  + **Answer:**

**Practical Next Steps:**

Here are actionable steps you can take to strengthen your confidence and develop key transferable skills:

**1. Build Career Confidence Through Experience**

* Seek out internships, part-time jobs, or volunteer roles to gain real-world exposure.
* Take on leadership roles in student societies or group projects to practice decision-making.
* Set small, achievable career goals and track your progress over time.

**2. Improve Communication Skills**

* Join public speaking or debating groups to practise articulating your ideas.
* Engage in peer feedback exercises, such as reviewing presentations or written work.
* Record yourself speaking to refine your tone, clarity, and confidence in delivery.

**3. Strengthen Problem-Solving and Adaptability**

* Take on new challenges that push you out of your comfort zone.
* Approach setbacks with a problem-solving mindset—reflect on what went wrong and how to improve.
* Read case studies or problem-solving scenarios relevant to your field to practise analytical thinking.

**4. Develop Professionalism and Organisation**

* Use tools like OneNote, Notion, or planners to improve time management.
* Set deadlines for personal and professional tasks to enhance accountability.
* Practise writing professional emails and structuring workplace communications.
* Utilise your Outlook email calendar to schedule appointments, meetings and deadlines, as you would in a professional setting.
* Organise your inbox, stay on top of emails and responses.

**5. Enhance Networking and Relationship Building**

* Attend career events, webinars, or networking meet-ups to practise building professional connections.
* Reach out to professionals on LinkedIn with a personalised message to start conversations.
* Join professional organisations or online forums related to your industry of interest.

**6. Build Resilience and Confidence**

* Keep a ‘wins journal’ on your phone to track accomplishments and positive feedback.
* Challenge negative self-talk by reframing setbacks as learning opportunities.
* Ask for constructive feedback from mentors, lecturers, or peers and act on it.

These practical steps will help you develop key transversal skills while boosting your confidence in academic, professional, and networking settings.