



**ADVANCED  
TECHNOLOGY  
RESEARCH  
COUNCIL**



## **ATRC STEM Youth Mentorship Program**

Program summary  
guide for mentors

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## Program purpose

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**The ATRC STEM Youth Mentoring Program will be the flagship research & development-focused mentoring scheme in Abu Dhabi. The program will support students interested in STEM and provide them a sense of direction to further their education or professional experiences. Secondary and university students will be connected with mentors who are industry professionals across Abu Dhabi's research, development, and innovation ecosystem.**

**Mentors can support students by providing academic and career guidance, coaching on development areas, offering advice, and serving as a sounding board for career decisions. Through the mentoring program, we aim to inspire students to continue their journey in STEM, develop critical thinking skills and confidence, and inform students of the transformative opportunities in the research, development, and innovation space in Abu Dhabi.**



## Program structure

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### Program format and time commitment

The program will include both 1-on-1 mentoring sessions with your mentee and group events. The format of the sessions (online versus in person) will be agreed upon between you and your mentee, and suggested topics are available to help guide the mentoring sessions. We want you to get the most out of the mentoring program, so please feel free to experiment with the topics to ensure they are targeted towards the development needs of your mentee.

You will meet with your mentee at least once every 6-7 weeks (minimum of six sessions per academic year) and attend group events when possible.

### Program timeframe

The mentorship program will run throughout the academic year (Please check [mentorship.atrc.ae](https://mentorship.atrc.ae) for program dates). The intake size will depend on mentor availability for each intake.



## Benefits of the program

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There are many benefits to having a mentee. Mentees can help you grow through self-reflection and networking. Mentoring is an excellent way for you to:

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- **Contribute to the United Arab Emirate's knowledge economy**
- **Boost your interpersonal skills**
- **Strengthen your knowledge by sharing what you learned throughout your career**
- **Grow your own network**
- **Receive recognition by demonstrating your value to others**
- **Build your leadership skills**
- **Gain new perspectives**
- **Provide a sense of fulfillment**
- **Reflect on your career**

## Participation eligibility and selection

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To be eligible for the ATRC STEM Youth Mentoring Program, mentors must:

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- Complete an **application questionnaire** at [mentorship.atrc.ae](https://mentorship.atrc.ae) to ensure effective mentee matching
- Work in **R&D, Science, Technology and Innovation** fields in **Abu Dhabi**
- Commit to all 1-to-1 mentoring sessions and select events
- Demonstrated passion and interest in research, development, and innovation



## Participation responsibility and roles

For you to make the most out of the program as a mentor, we recommend you follow the best practices below:

### Be an active listener

Make sure to make space for your mentee to ask you questions as they should have plenty of them. They may want to hear deeply about your background and experiences before listening to your advice.

### Help your mentee be prepared

To make the most of your sessions, take some time to think about the discussion topics you would like to address. Where possible, send questions in advance so your mentee can take the time to think through them.

### Communicate, communicate, communicate

Prioritize communication throughout this program and let your mentee know your commitments and availability.

Your mentee's goals may change and by knowing them, your advice will be targeted!

### Honor your commitment to the program

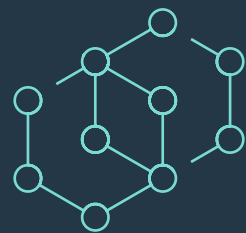
Mentees have applied to be part of the mentoring programme, so please bear in mind that your help can make a big difference in their orientation and development. Be on time for mentoring sessions and communicate in advance if sessions need to be moved.

### Promise support, not miracles

You are expected to give advice and support your mentee, but you are not here to solve their problems or work for them. Mentors can offer coaching and feedback, serve as a sounding board or connect their mentee to others who can help.

### A thank you goes a long way!

Don't forget to thank your mentee after each session and at the end of the program for their commitment to their own development and dedication to the program!





# Mentorship session guidelines

**The following section is a suggested approach for you and your mentee to develop your relationship. Every mentoring relationship is different, so we encourage participants to take this approach as guidance and build something that works for both parties:**

## Stage 1

### Meeting your mentee and setting up your first meeting

In the first meeting with your mentee, your mentee can be a bit lost, uncomfortable, or shy, so make sure to put him or her at ease at the very beginning. You can mention you were in his / her exact situation before and wish you had a mentor to guide you.

To get the best out of your first session, we recommend you do some research about your mentee's profile and ask him / her about their background as well as their academic and career endeavors. The objective is to take advantage of this privileged time to build rapport by showing interest in your mentee. Don't forget to leave space for a more natural conversation and questions.

We also recommend you introduce yourself and brief your mentee about your academic and career journeys, and how you got to where you are today. Explaining the reasons which motivated you to mentor a student will also give your mentee insight into how passionate you are about their future development through this program.

## Stage 2

### Establish mentor / mentee relationship and discuss development needs

The best way to build this mentoring relationship is to be yourself. Focus on your career strength areas and passions, but also mention the obstacles and struggles you have faced in your academic and career journeys. It's important for your mentee to identify with you, so don't be afraid to be open.

Ask clearly what your mentee's goals are and establish objectives. Follow the SMART principle and state your goals should be Specific, Measurable, Attainable, Relevant, and Time-bound. A good practice is to write these goals on a piece of paper and sign them. Et voilà, by doing so, you and your mentee can commit to work on building the best version of himself / herself

After the program, your mentee will check this paper and be proud of all the improvements he / she has made throughout the program.



## Stage 3

### Develop and sustain the relationship

All relationships require time, dedication, and transparency – and a mentoring relationship is no exception. For this reason, the rules of the game should be clear. In order to do so, defining the answers to these following questions can be very helpful:

How often will you meet and for how long?

How / Where will you meet?  
(Online, in-person or a mix of both)

Who sets the agenda?  
How will this be managed?  
(e.g. will the agenda be sent a week before the meeting to give both parties time to prepare)

What topics do you want to discuss?  
What do you want your mentee to get out of the relationship?

What expertise and advice can you offer?

How open are you to feedback / to giving feedback, including constructive criticism?

What are the boundaries of this relationship?

What don't you want to talk about? (e.g. personal life, job applications, etc.)  
  
Note: this may change during the course of the mentoring program)

What is a successful outcome?

Answers to these questions will help you set and manage mentoring expectations. Even though the answers to the questions should be clear, it is not advisable to create a rigid structure as this could remove the human connection aspect and put too much pressure on you and your mentee. Sometimes, one of you may not be able to attend a session, so try to be flexible.

However, it is advisable to be a bit more structured than not, as there is always the risk of losing interest due to confusion and lack of direction.

Never forget that when a mentoring session is done, the relationship continues outside the session. Communicate to your mentee about your day-to-day achievements at work, struggles you have had to get through, and any insights you gather along the way. Chances are that it will spark up a conversation.

Depending on how close you are to your mentee, you can propose to meet outside the sessions for a coffee or lunch together. It is also your responsibility, and in your best interest, to show your willingness and motivation to pursue the relationship.





## Rules of the program

The STEM Youth Mentorship Program follows several rules to ensure a welcoming mentorship environment:

### Fostering a community

Mentors can have **more than one mentee**.

### Attendance matters

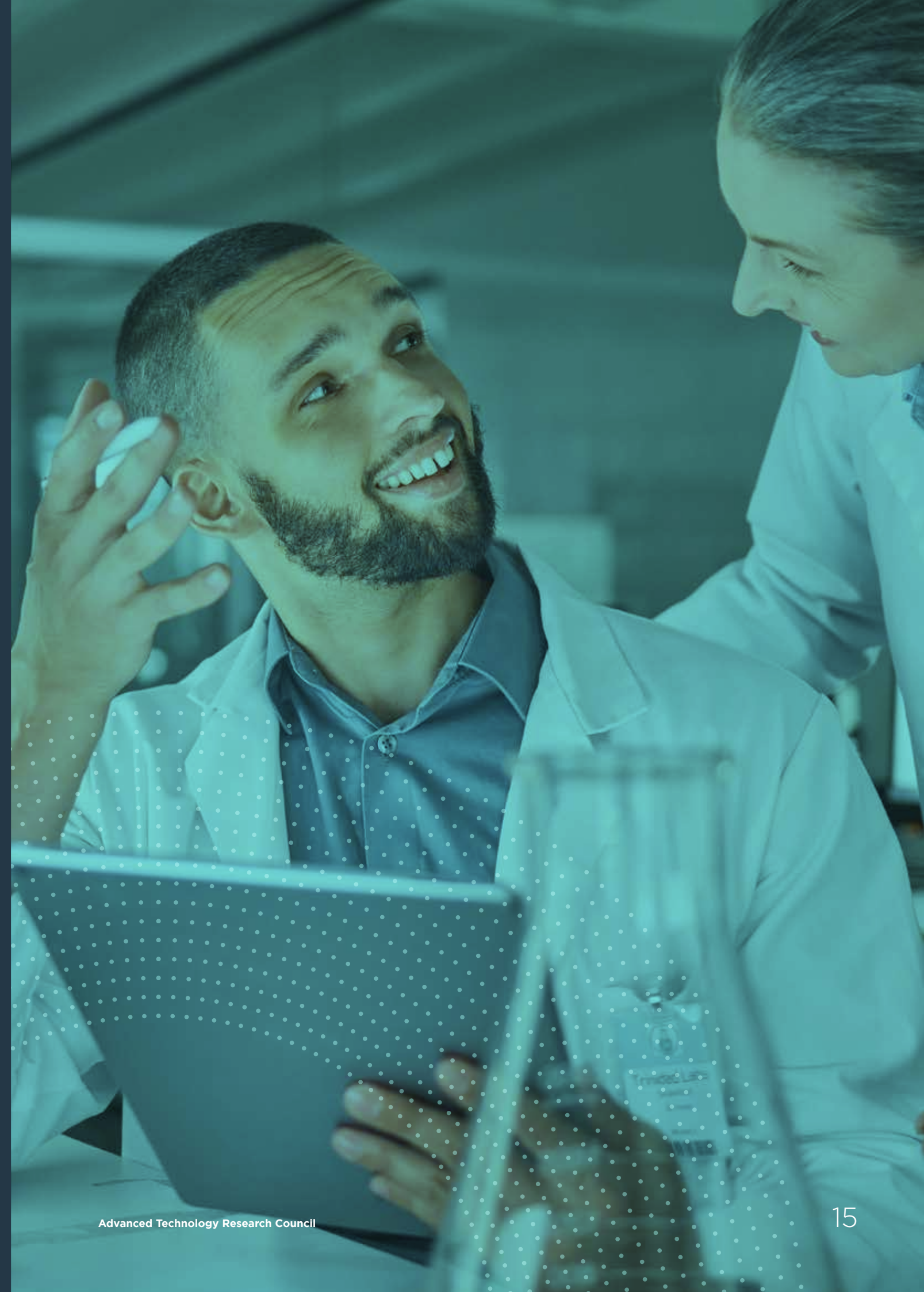
If attendance **falls** beyond a certain level (2/6 missed session even with an excuse), participation in program will be **reviewed**.

### Budgeting

**Allotted expense budget** for mentor / mentee lunches and dinners are allowed.

### Commit before complaining

If you want to change mentor / mentee assignment, you should raise this to the **STEM Youth Mentorship program coordinator** by sending an email to [stemyouthmentorship@atrc.gov.ae](mailto:stemyouthmentorship@atrc.gov.ae) and we will find the best solution to match you with another suitable mentee.



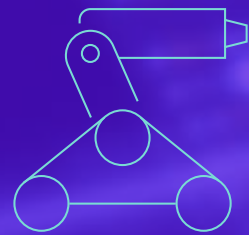


## Your mentoring objectives

The ATRC STEM Youth Mentorship Program aims to inspire students to continue their journey in STEM, develop critical thinking skills and confidence, and inform students of the transformative opportunities in the research, development, and innovation space in Abu Dhabi. The mentor role is critical to ensuring the objective of this program is achieved.

### Overall, your mentoring objectives should include:

- Creating a safe space for your mentee to discuss their academic and career struggles
- Acting as a trusted advisor for anything related to STEM career options and pathways
- Providing understanding and exposure to what a career in STEM looks like in Abu Dhabi
- Informing the mentee of STEM internships and job opportunities in Abu Dhabi
- Suggesting additional avenues of academic and career support (ex: academic societies to join, important people in the industry to reach out to, etc)
- Developing a positive mentoring relationship where the mentee is interested in continuing the mentoring program



Specifically, there are two goals the mentorship program hopes to achieve between the high school and university cohorts.

### For high school students:

After the STEM Youth Mentorship program, students should be encouraged to pursue an undergraduate STEM degree in university (locally or abroad)

### For university students:

After the STEM Youth Mentorship program, students should be encouraged to pursue a graduate STEM degree (locally or abroad), or pursue a STEM related career in the United Arab Emirates (ideally Abu Dhabi).

## Program support

### Logistics support

We understand that leading a mentorship relationship may seem like a daunting task and we are here to support you along the way. A dedicated program coordinator will be in regular contact with you to make themselves available for any concerns, questions, or feedback.

The program coordinator may assist you with any of the following items. If you require help with anything else, please reach out to the program manager and they will provide support where needed.

**Assistance with any questions regarding how to expense meals between you and your mentee**

**Support with any scheduling of mentorship meetings, if needed**

**Help with reserving meeting rooms, or requesting use of ATRC / TII facilities and / or equipment**

**Coordination between you and the mentee's school, teacher, etc, if needed**

### Mentoring support

We also acknowledge that being a mentor comes with great responsibility. Your mentee will look up to you and trust your opinion on anything career related. In cases where you feel you do not have the experience or knowledge to answer certain questions or do not possess the knowledge regarding UAE / Abu Dhabi-specific job opportunities, we have provided avenues of support.

**A group chat exclusively for mentors participating in the program to spread knowledge and advice**

**Two group chats for the high school and university cohorts to provide a centralized platform to share advice, internship, and job opportunities with the mentees**

**Routine updates from the program coordinator about STEM / R&D job and internship opportunities in Abu Dhabi or the broader UAE**

**Repository of cover letters, resumes, and other resources to provide mentees, if needed**



# Appendix

## FAQs

### What is the background of the students of the program?

Mentees can be high schoolers in Abu Dhabi, university students enrolled in a Abu Dhabi-based university or UAE citizens enrolled in an overseas university. For university students, they need to be actively enrolled in a Bachelor of Science, Bachelor of Technologies, Bachelor of Engineering, or an equivalent degree. High school students will have needed to demonstrate an interest in STEM.

### How are students selected for this program?

Students are selected using our criteria principles: academic excellence and passion and interest in research, development, innovation, and / or STEM topics.

### How will I be matched with a student? Can I choose my mentee?

Based on the information you both submitted in your application forms at [mentorship.atrc.ae](https://mentorship.atrc.ae), the matching criteria will mainly depend on your common interests, professional experience, and overall needs to support the mentee in developing their skills.

### What are the time commitments of this program?

There is a minimum time commitment of 6 mentorship sessions per program year. Count around 10 total hours over the year between one-on-one sessions and events.

### Is this mentoring program in person?

Mentoring sessions can be conducted online, in person, or a hybrid of both. It is up to you and your mentee to decide on the format that best suits both of you.

### How can I register to become a mentor?

If you work in R&D, Science, Technology and Innovation fields in Abu Dhabi, you can complete and submit the application questionnaire at [mentorship.atrc.ae](https://mentorship.atrc.ae)

### What if I can't attend a session?

In that case, please inform your mentee about the conflict with the session and re-schedule the meeting accordingly.

### What if my mentee doesn't reply / is not motivated?

In that case, please contact the programme coordinator to find a solution.

### Is there financial compensation for my time?

No, being a mentor is not compensated financially.



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## Key program dates

Kindly check [mentorship.atrc.ae](https://mentorship.atrc.ae) for announcements of key dates

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## Contact us

If you have any additional questions about the program, please contact the mentoring program team at [stemyouthmentorship@atrc.gov.ae](mailto:stemyouthmentorship@atrc.gov.ae).

Please expect **48 hours turnaround time** to your query. We look forward to having you in the program!





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