



THE HARRODS HIVE

THE HARRODS HIVE MENTORSHIP PROGRAM

PROCESS MAP

UAE University Partner: Zayed University

STEP 1: Reaching out to the University Dean

Deadline: by 7th October

Owner: Felicity

Expectation: To send email to the Dean containing relevant documents for him to then share with his students to apply for the program.

Email needs to outline the 5 different buckets (Interiors / VM / Creative / Architecture / Fashion Business) that the students can apply for based on our mentors backgrounds.

STEP 2: Dean to shortlist the candidates and share back to Harrods

Deadline: by 28th October

Owner: Zayed University Dean (Felicity as his contact)

Expectation: Allow the Dean 1 week to share the documents with students. Allow 2 weeks for students to apply.

Dean to then shortlist and provide Harrods with 2-3 students for each of the 5 buckets (15 students total).

STEP 3: Internal Selection Committee

Deadline: Week commencing 28th October

Owner: Harrods Stakeholders and Mentors (comms via Felicity)

Expectation: Selection Committee sessions including Harrods stakeholders and mentor of said bucket to select candidate (5 x sessions)

STEP 4: Harrods to feedback to the Dean on successful 5 x students

Deadline: Week commencing 4th November

Owner: Felicity

Expectation: Harrods to update the Dean on the 5 x successful candidates for the program and ask him for their contact details.

STEP 5: Harrods to contact the successful candidates and the mentors

Deadline: by 11th November

Owner: Felicity

Expectation: Harrods to contact the 5 students to let them know they have been successful and share relevant documents and contact details for their mentor.

Harrods to contact the mentors to provide them with the relevant documents and their mentees contact details.

STEP 6: Harrods to contact the mentors to check that they have had / arranged their first introductory session

Deadline: Week commencing 25th November

Owner: Felicity

Expectation: Harrods to contact the mentors to check they have had their first session with their mentee and see if they need any support.

REST OF THE MENTOR / MENTEE SESSIONS TAKE PLACE (3 month period)

STEP 7: End of program questionnaire

Deadline: Week commencing 3rd March 2025

Owner: Felicity

Expectation: Harrods to send out the end of program questionnaire and request responses by 17th March 2025

STEP 8: End of program virtual workshop

Deadline: TBC March 2025

Owner: Felicity

Expectation: Harrods to send out invitation to the virtual workshop. Invite to go to Zayed University as well as the other universities we had approached for their students to join the session.