

# Mentor Packet

**ROLE:** PROVIDING INSIGHTS AND COACHING WHILE AUGMENTING MENTEE'S SOCIAL CAPACITY

**EXPECTATION:** SUPPORT THE DEVELOPMENT OF STRONG SOCIAL SKILLS, AND PROBLEM-SOLVING SKILLS, WHILE SHARING THE VALUE OF COMMUNITY ENGAGEMENT.

## **Requirements for participation in the program and enrollment forms:**

1. Must complete a Police Record Check (reimbursements will be provided by the SCFS upon reception of a receipt)
2. Must commit to monthly meetings with mentees from the 1st of November 2023 to the 29th of March 2024.
3. Must make initial contact with the mentees within one week of the pairing.
4. Must provide a relevant article for the mentee to read and discuss on a monthly basis.
5. Must cover the following topics: education, networking, career specializations, and race/identity
6. Must complete at least three of the following suggested activities.
  1. Meet for lunch or coffee
  2. Attend a networking event
  3. Attend a conference
  4. Choose a book, read it, and discuss
  5. Listen to TED Talks related to your interest areas
  6. Pursue a volunteer activity
  7. Attend a company training program
  8. Provide a case study for mentee to complete
  9. Conduct a resume review session
  10. Introduce mentee to your network of industry professionals
  11. Schedule a day of job shadowing
  12. Complete a project together
  13. Suggest journal prompts for the mentees journal
  14. Host a workshop session to teach mentee tangible skills

## **Sample 1<sup>st</sup> Meeting**

1. Mentor
  - a. Discuss your current job responsibilities

- b. Explain how you got into the profession
- c. Ask mentee about their goals and aspirations
- d. Encourage mentee to develop a career development plan. This includes setting 3 short-term goals to accomplish by the end of the school year and 3 mid-term goals (by the time they graduate high school) and 3 long-term goals (by the time they complete undergraduate studies). Goals can include getting more playing minutes on their school sports team, applying for 3 scholarships, or reading 3 non-fiction books related to their professional goals.
- e. Discuss your perceptions and expectations of the mentor relationship
- f. Plan future meetings and exchange best method of contacts

### **Sample 2<sup>nd</sup> Meeting**

- g. Discuss the necessary academic and personal preparation needed for your career.
- h. Share your feelings on the importance of networking and continued professional development.
- i. Suggest books to read, YouTubers to subscribe to
- j. Check in on Goals

### **Sample 3<sup>rd</sup> Meeting**

- k. Encourage methods of combatting imposter syndrome.
- l. Explain some of your failures and how you bounced back afterwards.
- m. Set weekly goals and an end-goal with your mentee. What do you want them to accomplish after your time with them?
- n. Discuss hobbies and why, or why not you should look into means of monetizing them. Discuss how hobbies can contribute to professional success.
- o. Check in on Goals

### **Monthly Check-in Report:**

[Microsoft Forms](#)



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