

UC San Diego

How to Make the Most of Your Mentorship Program

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Goals for Today's Discussion

- Expectation setting
- The mentor/mentee relationship
- Tips and tricks on how to make the most out of the program
- Q & A - What do you want to cover?



Did anybody here participate in the pilot program last year?

The Intro Email

- At least 30 minutes each month
- January 25 to July 16
- Waiver of Liability
- Pre-Survey
- Mentee Intro Email Template

How many of you are already in contact with your mentor/mentee?

Best Practices

- Be professional, kind, respectful, and thoughtful of each other's experiences and information shared
- Consider both the privileges and hurdles you may have had throughout life that have affected your past, current, and future decisions
- Respond to email/other communication inquiries within 3-4 business days at the latest; If you will be away for a long time due to academic, work, or personal commitments, please let the other person know
- **Communication is key!**
- Ask each other about their experiences and expectations
- Share only what you feel comfortable sharing with the other person
- Set appropriate boundaries; For example, if you are only comfortable (or able) to connect via email, please share that with the other person



Icebreakers

Academic/Professional Icebreakers

- What inspired you to go into your field of study?
- What obstacles have you encountered/overcome so far in your career?
- Was there ever a moment in time where you wanted to quit? What did you do?
- If you could go back and give one piece of advice to your younger self, what would you tell them?
- Who is your biggest inspiration or hero?
- What has been your favorite moment/achievement in your life/career that has made all your work worth it?
- What is one thing you still need to improve on?
- What are three things you would like to accomplish this year?

Casual Icebreakers

- If you had all the money and time in the world, what would you do/buy?
- If you could time travel only ONE time, would you go into the past or the future and why?
- If you had to pick one other major or profession, what would it be?
- What is one embarrassing story about yourself?
- What is something you would like to learn?
- If you could have an extra hour of free time every day, how would you use it?
- When was the last time you did something for the first time?
- Would you rather be able to run 100 miles per hour or fly 10 miles per hour?



Suggested Mentorship Activities / Discussion Topics

Resumes / Cover Letters (#1)

Review and critique your student's resume and cover letter. Provide suggestions on what skills recruiters may be looking for in your industry.

Employment Opportunities During COVID-19 Pandemic (#5)

Discuss how to navigate the job search process during the COVID-19 pandemic.

Elevator Pitch

Work with your student in crafting a 30-second personal introduction that will make a positive and lasting impression. This can be helpful at various networking or recruitment events.

Networking Tips and Etiquette (#3)

Provide tips on networking strategies and how to effectively network. Share the do's and don'ts when it comes to networking.

Informational Interview

Allow your student to interview you about your career path, education, job, and more. Discuss the industry and office culture. This will allow the student to explore different careers that might best align with their interests and personality. Connect your student to other colleagues in which they can also conduct an informational interview with.

LinkedIn

Assist your student in creating a LinkedIn profile or review their LinkedIn and make suggestions on how to improve their online professional brand. Suggest associations and companies to follow in your industry.

Interviewing / Mock Interview (#2)

Share your interviewing experience with your student. Conduct a mock/ practice interview and provide feedback.

Technology / Latest Trends (#4)

Discuss how your company uses technology or what are the latest trends in your profession.

Graduate School (#6)

Discussed why you chose to go or not go to graduate school. Discuss pros to an advanced degree in your field. If you have gone to graduate school, share tips about the application process and what your experience as a graduate student was like.

What are some other examples of activities and discussion topics?

Setting Goals for the Mentorship Program

- Create and document effective goals
- What do you want out of this program?
- Why did you sign up?
- What do you really need help with?



Goals will naturally provide a purpose/focus for the engagement

They will likely change and/or new goals may be added along the way

Setting Goals for the Mentorship Program



Goals often are broken down into smaller steps, smaller goals

Setting Goals for the Mentorship Program

- Start with the Suggested Mentorship Activities/Discussion Topics
- Once you land a position
 - Strategies for promotion/leadership
 - Understanding how your role supports the organization
- Skill development
 - Networking
 - Presenting
 - Organizing
 - Communication (Written & Oral)
 - Time Management

Share one goal you have setup for yourself as a result of enrolling in this program

The First Meeting (or First Few Meetings)

- Get to know each other
- Start building a solid rapport
- Suggested topics
 - Brief background (hometown, current town, education)
 - Personal interests
 - Current status (job/school)
 - Reference 'Icebreakers' slide if needed



The First Meeting (or First Few Meetings)

- Setting Expectations
 - How often will we meet? What days are best?
 - How will we communicate? Zoom, Email, Phone calls, etc.
 - How quickly will we respond to an email?
 - Do you have any time off or travel planned?
 - What are your expectations from the program?
 - Open and honest communication
 - Confidentiality between mentor/mentee

The First Meeting (or First Few Meetings)

- Share your goals
 - Talk with mentor about them
 - Maybe they can help you create them
 - **Create an action plan and milestones**



Ongoing Meetings

- Establish a rhythm
- **Create an agenda or general flow for each meeting**
- Suggested topics
 - Review progress/action since last meeting
 - Discuss status of goals
 - Adjust meetings, goals, timelines as necessary
- Use a shared doc (e.g. Google Doc) to track agendas/topics/goals/etc.

Roles & Responsibilities

Mentee	Mentor
Set goals most important to themselves	Helps refine mentee-defined goals for achievability
Initiates the scheduling of meetings	Makes time for meetings
Follows up on mentor's guidance/suggestions	Puts effort and thought into guidance/suggestions
Keeps progress or offers redirection towards goals	Stays flexible and agile with support offered
Remains open-minded and honest	Remains objective and supportive

The Mentee OWNS The Process

- **BE PREPARED - #1 feedback from pilot session: Mentees could have been more prepared**
- **Make sure that you each have action items going into and coming out of each meeting**
 - Prepare your questions
 - Prepare meeting agendas
 - Do research on topics BEFORE you meet with your mentor
- **Take it seriously -- You're being given an amazing opportunity to be with an experienced person**
 - For example: Make sure to do your mock discussions/interviews as if it were really happening
- **Be open, be honest, be vulnerable -- You're receiving real-world advice**
- **Take notes** during every meeting and document progress between meetings
- **ASK MANY QUESTIONS**

Building A Relationship

- The guidelines are “**at least** 30 minutes/month”
- Keep at it between meetings with emails or shared docs
- This program is 6 months long but it doesn’t have to stop there
 - Feedback from pilot program: I wish it was longer!
- Other Tips
 - Discuss meeting preferences related to...
 - Communication Style
 - Scheduling Requirements
 - Structure Preferences
 - Find out what you have in common and build on it
 - Don’t be afraid to talk about your differences
 - Take the time to understand and acknowledge each other’s experiences
 - **Be willing to raise difficult issues courteously and with compassion**
 - Ask open-ended questions and invite discussion
 - Zoom meetings w/cameras on is recommended if possible



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