



Mentoring Future Leaders 2016 Program Guide



She Shares Mentoring Future Leaders Program

This mentorship program serves to assist mentees with career exploration, networking, leadership, and skill building through the lens of being young women in today's workforce.

Your roles as a She Shares Mentor and Mentee:

This guide should help facilitate your roles as mentor and mentee in this program. Its purpose is to provide a general understanding of your roles, with an outline of goals for the year and suggestions for connecting throughout the course of the program.

- If you haven't already met outside of the She Shares Conversations, mentees should take the initial step in planning a meeting.
- Pairs should plan to meet quarterly throughout the year. Work together to agree on activities that both of you are comfortable with.
- All pairs will be invited to attend the two additional She Shares events. This can be an opportunity to interact with one another, but we also encourage getting together outside of these events. We will inform you of dates once confirmed – they will likely take place in May/June and then early December. Mentors and mentees receive free admission to these events and they provide an excellent networking opportunity.
- Communication is important to the success of the mentorship. Checking in via email or phone from time to time and reminders about scheduled gatherings are helpful.

The Four Primary Tasks of a Mentor

- Establish a positive, professional relationship with mentee
- Help mentee to develop professional skills

- Assist mentee in obtaining additional career and networking resources
- Increase mentee's ability to interact with people/groups from various backgrounds

Primary Tasks of a Mentee

The primary goal of this mentorship is career exploration and skill building, so it is important for you to take initiative in scheduling meetings or additional activities with your mentor. Despite having a hectic schedule, your mentor wants you to reach out to them. Discuss the best way to stay in contact with each other and become comfortable reaching out to her; this will help you develop your professional communication skills.

- Prepare a personal SWOT analysis (Strength, Weaknesses, Opportunities and Threats) to determine your own goals and to help you and your mentor decide which areas to focus on. You can email this to your mentor in advance of a scheduled meeting and use it as a discussion topic at the meeting.
 - Visit the [Mentorship Resource Center](#) for SWOT Analysis information and worksheet.
- Prepare a cover letter and resume; consider your career goals and think about how your mentor can help with those goals.
 - Visit the Mentorship Resource Center for resume and cover letter information.

Activities



This outline is based on meeting quarterly, but you can work on a timeline that works best for both of you. These are ideas for topics you can discuss, but don't limit yourself to just what is listed here; we just want to give you a starting point.

Meeting #1: Introduction and Goals

- Set mentoring goals
- Plan a "Job Shadow" day to take your mentee to work
- Discuss mentor's career path
- Discuss mentee's career goals and five-year plan (don't stress if you don't have one!)

Meeting #2: Resume Building and Networking

- Review mentee's resume and cover letter
- Review LinkedIn profile
- Plan to attend a networking or professional development event

Meeting #3: Personal Branding

- Develop an elevator pitch
 - An elevator pitch is a 30-second speech that summarizes who you are, what you do, and why you'd be a perfect candidate if you are interviewing for a job.
- Visit the Mentorship Resource Center for elevator pitch information.

- Conduct a mock interview
- Discuss how and where to search for jobs and professional organizations to join
 - Additional information is available at the Mentorship Resource Center

Final Meeting: Blog Interview

- Conduct an interview with your mentor that will be featured on the She Shares website.

Additional Activity Suggestions

- Coffee and/or lunch meetings
- Invite to do volunteer work together
- Share a professional article with one another and discuss at a meeting or over email
- Introduce and connect mentee with like-minded career women in your field
- Review mentee's presentation and/or speeches
- Invite mentees to networking or professional events

This guide is meant to provide you with ideas and suggestions during the mentorship program, but we encourage you to think outside the box for additional activities and events that may be beneficial in your mentorship.

Blog Interview Questions

These questions are designed for the mentee to ask the mentor.

1. Did you have a five-year-plan? If so, what was it, and how did it change over time? Did you meet all of those goals or did the goals change?
2. What do you feel are your own strengths and weaknesses? How have you worked to overcome those weaknesses?
3. Who are your role models or mentors that you've had in the past and how did they impact your life and career?
4. Describe the most challenging moment in your career and how you handled it.
5. What keeps you up at night regarding your position or career?
6. What are some of the "unwritten rules" you've observed or learned about success in the workplace?

Share Your Experience

When you have a meet up, we would love to see photos or hear about what you did. Share photos and posts of your meet ups by using the hashtag **#SheSharesMentorship** on Facebook, Twitter, or Instagram. We also set up an email group for the 2015 class to communicate with one another. By sending an email to sheshares2016@googlegroups.com, the entire group will receive the message. Please feel free to share summaries of your meet ups to inspire others to get together, share event and networking opportunities or anything you think might be interesting to the group.

She Shares Mentorship Resource Center

For more information, visit the [Mentorship Resource Center](#). The resource center will provide you with information on drafting resumes and cover letters, SWOT analysis, elevator pitches, and more. It also includes additional websites that may be helpful throughout the mentorship program.

Thank you for being a part of this program, we are looking forward to the year ahead!

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