



THE MENTOR METHOD

Mentee Toolkit

A quick guide to getting the most
out of your mentor relationships

www.thementormethod.com

Welcome to The Mentor Method!

We are so excited that you're joining us on this journey to change the way women can harness the power of mentorship and become leaders. Over the next 4 months, we aim to challenge you, inspire you and above all, connect you to great mentors.

This toolkit will give you tips, tricks and details to ensure that you get the most out of your experience. As always, if you have any questions, do not hesitate to contact us!



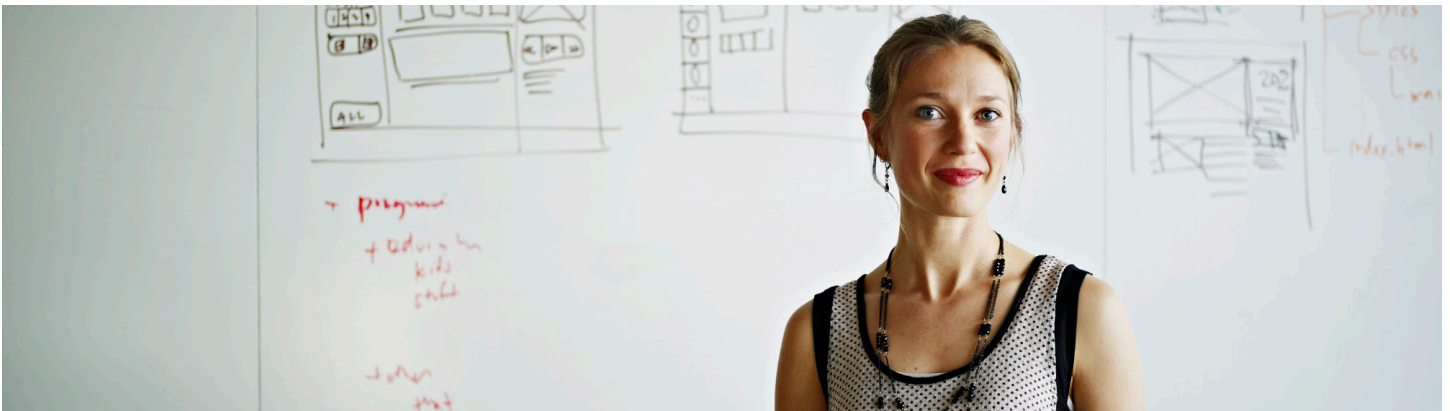
How it Works: What To Expect

Duration

September 1 - December 17, 2016

Objective

Expand your professional network to include career mentors. Meet and develop relationships with mentors who are compatible with your personality type, work together to tackle career goals and receive useful, tangible, personalized advice.



Our mentors are experts in skills such as:

- Career strategy
- Interview prep
- Leadership
- Negotiation
- Networking
- Writing
- Public speaking
- New manager guidance
- Finance
- Resume building

How it Works: Next Steps



1

Complete filling out your profile on our portal. If you have this toolkit, you already have a link to your profile via a previously sent email.

2

Check out your personalized listing of compatible mentor matches on our portal.

3

When you are ready to contact your potential mentors, either send your own message or use one of our templates (below) to help you get started.

4

Find a mutually convenient day and time to begin chatting with your mentor. We recommend meeting in person, but if that's not possible you have plenty of options, including Google Hangout video, Skype, or good old fashioned phone call.

Meet the team

If you have any questions during the program, please do not hesitate to contact us.



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Connection Check-ins

Every other week, someone from The Mentor Method will check in with you to ensure you're enjoying your experience.

Sounds crazy? Maybe. But we are very serious about mentorship and making sure you're getting the most out of your experience. We will reach out to you on a regular basis to schedule these bi-weekly check-ins.

Mentoring, Defined

Before getting started, it's important to define mentoring to make sure you and your mentor have a clear understanding of the mutually rewarding relationship that awaits you. We define mentoring according to the following principles:



A relationship between two people in which one person delivers clear, honest, trusted, experience-based advice to an individual who then uses this advice for personal and professional development.



Your mentor should be someone with whom you feel comfortable sharing your career fears, pitfalls, and struggles, so that they can help you work through them.



Your mentor will ask you the tough questions, and give you insights that you can't get from reading countless self-help articles. They will avoid cliches and do their best to help you reach your goals by the end of the program.



Most importantly, with any mentor-mentee relationship, you get what you give. During the next four months, if you are focused, genuine, and take building mentoring relationships seriously, the connections you'll develop will have a lasting, positive impact on your career.



Use the DAD approach (Develop, Aim, Do) to structure your conversations with you mentor by envisioning how you will 1) Develop a pragmatic mindset consisting of emotional, social, and leadership intelligence, skill sets, and strategies 2) Aim for a powerful direction in your field that feels authentic to you 3) Do - execute a plan based on your combined skillsets and emotional, social and leadership intelligence.

What Mentoring is Not

As you embark on your mentor-mentee relationship, it's also helpful to keep in mind some useful ground rules.

A mentor is not the following:



A 24/7 support line. Be respectful of their schedules and set up specific times to talk. Emailing with a concern is fine as long as you and your mentor have established communication guidelines that work for both of you.



A happy hour buddy. Keep your relationship professional, respectful but genuine.



Your fairy godmother. Unfortunately, no one can fix 100% of your career problems. While our mentors are incredible women with inspiring careers, it's important to be realistic with your expectations of what your mentors can do to help you in your career.

Communicating with your Mentor

Communication is the backbone of any relationship worth building. Similarly, communication can make or break your mentor relationships: for this reason, mastering communication skills is essential. Below, we will discuss some of the most important factors to keep in mind when communicating with your mentors.



With Email, Prioritize Quality over Quantity

Although your mentor is excited to help you and provide advice, please remember that they have lives as well! Emailing them is fine as long as you are communicating something valuable. We hope that you become comfortable with your mentor, but in your initial emails, keep your tone professional - refrain from using emojis or abbreviations (ex: FOMO). Your emails should be short and to the point.

Establish Frequency Ground Rules

During your first meeting with your mentor, you should determine how frequently you and your mentor want to meet and communicate so that there's little room for confusion on both sides. We do not recommend emailing them daily. The best way to establish ideal email frequency is to ask your mentor what they would be comfortable with in that initial meeting.

Don't Be a Robot

Your mentors are people too! Be conversational and be yourself, but remain just a little more polished than you would be with a coworker to ensure you're still professional and leaving the best possible first impression.

Never Underestimate the Power of the Follow-Up

Sending your mentor a follow-up email after your meetings is a good way to leave a positive

impression. It shows you're interested in meeting with them again, that you remember what you discussed, and that you respect their time and efforts. You should take this little habit of the follow-up with you to job interviews, important networking meetings and more. A follow-up email tells the recipient that you take your career seriously, and that they should take you seriously as well. As a rule of thumb, we send out our follow-up emails within 48 hours of the meeting. Bonus points if you send them within 24 hours!

Don't Reach Out Only When You Need Something

Mentoring is a two-way relationship. If you only email or reach out when you need something, this will make you seem self-serving, and will make your mentor feel used. Additionally, this suggests that you don't understand or appreciate the reciprocal nature of a mentor-mentee relationship.

A few examples of thoughtful ways to touch base when you don't need something include:

- Sending an article that relates to their line of work and could help them professionally. Sharing information about a company that may be of interest to them, or that shares a similar mission to their current position.
- Suggesting a new app or service that can bolster their efficiency at work.



Be Prepared

Before any meeting with our mentors, we email our them well in advance with the questions or topics we want to discuss. Generally, we shoot for 5 days in advance, but a 3-day minimum should be the general rule. This time frame gives your allows your mentor to reflect on your questions and devise answers that will help you get the most out of your meeting and save time, guaranteeing that you'll leave the conversation with more actionable items (DAD).

Here are some questions that I've asked my mentors that have been helpful:

- How do I work in a more efficient way?
- What are some mistakes you made early in your career and how did you overcome them?
- I'm struggling with (insert career struggle). This is what I've done to address the problem. How would you solve this problem if you were in my position?

Getting ready

How to Prepare for Your First Meeting

- Get familiar with the DAD method. Coined by mentorship expert Jason Ma, the DAD approach encourages users to 1) Develop a positive and pragmatic mindset, including emotional, social, and leadership intelligence (my definition of EQ), skill sets, and strategies. This framework will help you execute the strategies you develop; 2) Aim for a genuine, authentic, powerful direction in your desired field, whether you're in school or starting your career; 3) Do - using a combination of positive, and pragmatic psychology, skill set, strategy, and execution, act to achieve purposeful outcomes. This philosophy will shape your conversations with your mentor, and is worth a closer read [here](#).
- Arrive on time, if not a little earlier. Aim to arrive 15 minutes early to every meeting with your mentor - this should leave some wiggle room in case of unexpected travel mishaps.
- Come prepared to take notes, and keep in mind any questions or discussion topics you shared with your mentor via email.
- If you mentioned any materials you wanted your mentor to review, such as a CV or cover letter, bring a printed copy with you.
- Follow the mentor meetup checklist in this toolkit.
- Ask these important questions:
 - How often do you want to meet?
 - How often do you want to communicate?
 - What are your pet peeves in mentor-mentee relationships?
 - How do you define mentoring?
 - What are your expectations of me as a mentee?
 - What does a successful mentor-mentee relationship look like to you?
 - My goals are (insert goals). What are your thoughts on that?
 - What are your career goals? Is there any way I could be of assistance with these goals?



Getting ready

Mentor Meetup Checklist

1

Send your questions in advance. I send my mentors 3 questions to address for our meetings, so that we can really dedicate time to answering them. Try to get in the habit of sending your questions 1 week to 3 days in advance.

2

Clear all distractions. Silence your phone and take it off the table. Give this critical time the importance it deserves - your mentor could, and hopefully will, teach you valuable lessons impacting your entire career. Clear your mind before your meetings so you can absorb as much advice as possible - for example, if you have a long to-do list, make sure you're not looking it over right before your meeting.

3

Be ready to take notes. Come with a pen and notebook so that you're able to capture any key takeaways, and have them easily accessible so that you're not digging through a seemingly bottomless purse of items during your meeting.

4

Check your tech ahead of time. If you are having a Skype or Google Hangout video call, test your computer's connectivity and make sure that your speakers are working. Have a test call with a roommate or friend to make sure that they can hear you without an echo or delay. Simple touches like this will help you make more use of your time.

5

Listen! It's amazing the number of people who do not mindfully listen to their conversational counterparts. Focusing mindfully on the conversation will help you ask thoughtful follow-up questions, and ultimately develop an action plan to reach your goals.

6

Relax! We know that it can be intimidating to meet with someone who can influence your career. I still get nervous meeting executives sometimes. It's important to remember to relax during those conversations, and remember that your mentors are people too. At our core, we all want to connect with others. Be yourself and be confident: you'll develop a better, more meaningful relationship with your mentor if you don't have your guard up constantly.

7

Recap your conversation. Before you conclude your meeting or end your call, make sure you go through a short recap of the actions you need to take and the advice you just received. This helps both of you make sure that goals were communicated effectively and you know what to do in preparation for your next meeting.

How to Get the Most of your Membership with The Mentor Method

You are joining a community of amazing individuals, with the ultimate goal of growing your network and professional skills! As cliché as it sounds, you get what you put in. By getting to know your mentors, using their tools and tricks, testing out their advice, and communicating directly with us if you experience issues, we are confident that you will have a deeply rewarding experience. If you're actively involved in building your relationship with your mentor in the ways we've described, you will reap the benefits of meaningful professional development over the next four months and beyond.

Come to our in-person events too!

We will be hosting a number of events, such as mentee roundtables, to provide the opportunity for our community to connect and discuss your career evolution. I'll answer your career questions and bring a few of our mentors along to help you get diverse perspectives. Attending our events is a great way to build your community and learn from others with similar experiences.

Touch base with us.

We care so deeply about making sure you have the best experience with us. The only way we'll be able to help you do that is by checking in and having honest conversations about how things are going. Is your mentor not responsive? Do you feel stuck or overwhelmed? We've got your back 100% and want to help you!

Start practicing what you learn right away.

There's no time like the present. If a mentor gives you advice that you can put into practice, it's important that you do that ASAP. This will allow you to make their advice your own, and you'll be able to discuss your experience in your next meeting and ask follow-up questions. If a mentor gives you assignments or reading recommendations, do your best to complete them as soon as possible. After all, these words of wisdom worked for your mentor - why not try them out as soon as possible?

Have fun!

Yes, we're working hard to make sure you learn how to be an effective leader, but it doesn't have to be so serious! Have fun, meet people, attend events, and add these experiences to the new and exciting chapter you're starting in your life.

Helpful Resources

Above all, we want you to be inspired, and to give you the tools to succeed, both in your mentor-mentee relationship and your career. These are resources that I've used in my career that have made a huge impact on how I carry myself, my attitude, and increased my self confidence. I thought I'd share them with you in case you find them helpful too!

WATCH: Amy Cuddy - Your body language shapes who you are. Watch video

READ: You Are a Badass: How to Stop Doubting Your Greatness and Start Living an Awesome Life by Jen Sincero

Email templates

Reaching out can be tricky. That's why we came up with email templates to help you avoid the awkwardness and go straight to killing it in connecting with your mentor. Take a look below for a few boilerplate email language that you can use to correspond with your mentor in a variety of different situations.

You're sending your first email to a potential mentor

Template 1

Subject: Reaching Out Regarding The Mentor Method

Hi {Name},
I'm {your name here}, a {Job title} at {company} with an interest in {1-2 skills you want to grow}. I saw your profile in The Mentor Method portal and was encouraged to reach out to you, given your extensive experience in {industry or skill}. I would like to find a time to chat this week or next week. Please let me know are some convenient times that would best suit your schedule.

I look forward to speaking with you and thank you in advance for taking the time.

Best,
{Your name}

Template 2

Subject: Reaching Out Regarding The Mentor Method

Hi {Name},
We were matched through The Mentor Method and I was so inspired by {fact about them from their profile} that I was encouraged to reach out. Do you have time sometime this week or next to get better acquainted, either via a phone call or in-person meeting?

More about me: I'm a {job title} and {company}. I'm interested in developing my {skill name} skills through mentoring and hope that I can learn from you! I look forward to hearing a few convenient times for us to speak in the coming weeks.

Thank you,
{Your name}

Template 3

Subject: Reaching Out Regarding The Mentor Method

Hi {Name},

I came across your profile on The Mentor Method portal, and am very interesting in hearing more about your impressive experience and I feel that I can learn a great deal from you. Do you have 30 minutes sometime this week for a quick phone call? I am interested in hearing more about your experience in {skills or topic from their profile you're interest in learning about}.

Looking forward to hearing from you,
{Your name}

You want to send a follow-up “Nice to meet you” email after your first meeting

Subject: Nice to meet you

{Name},

It was wonderful meeting you {today, this afternoon, yesterday, last night} at {location where you met}. Thank you again for taking the time. I greatly enjoyed our conversation, especially hearing about your experience as a (x person in x field) I plan to take the advice you shared with me and follow-up {when are you following up} on how I've been able to apply it.

Depending on your schedule, I would like to meet again in-person sometime next month. I would also like to schedule a call before our next in-person meeting to touch base if your schedule permits. Again, thank you for your time and I look forward to learning from you soon!

Best,
{Your name}

Email templates

You're asking for an introduction to someone in their network (with personal bio included)

Subject: Introduction to {contact name} at {company name}

Hi {Name},

It was great speaking with you today! Thanks again for taking the time. Also, thanks for offering to introduce me to {Name} of {Company/organization/group} - I'm looking forward to connecting with them. When you have a moment, I would love an introduction. I'm including a short bio below if it is helpful.

Jane is a Project Coordinator at XYZ Company, she is passionate about non-profit work in the Financial Tech space. Her background is in Project Management with a specialization in XYZ.

Many thanks once again, I look forward to hearing from you.

Best,
(Your Name)

There's a job you want but you need a referral

Subject: Introduction to {contact name} at {company name}

Hi {contact name},

I hope you are well. I've recently been applying to jobs in {industry / job type} and discovered a position that would be a great fit: {position name with link to it} at {company name}.

I noticed that you're connected to {target name}, who is a {job title} at {company name}, and was hoping that you could introduce us. If you feel comfortable doing so, your referral would mean a great deal to me.

I've included a few lines about myself below, as well as my resume, to provide context. Please let me know if there is anything else I can provide that might be helpful.

Thank you so much in advance for your help,
{Your name}

TIP: Include a few lines that your contact can cut and paste, making you sound awesome, as well as a link to your LinkedIn profile and your tailored resume. It'll make recommending you that much easier!

You've been crushing your career tasks assigned by your mentor and you want to touch base with them on how awesome you've done

Subject: Thank You!

Dear {Mentor Name}

I hope this finds you well. I am sending a quick note to express how grateful I am for your continued guidance and excellent advice. Just recently, I used your advice with great results. I {insert example of your positive experience} Overall, I have noticed that your feedback has given me increased confidence and competence in the workplace, and I am excited to discuss these results further with you in-person at our next meeting. Thank you again for your continued guidance!

Best,
(Your Name)



See You Soon!

As you embark on your relationship with your Mentors, we hope you will refer back to this toolkit for tips, and tricks. We greatly value your input and experience, so if you have any suggestions for additional resources and inspirational content, we're all ears!

If you have any questions or comments, do not hesitate to contact us.