First Day with your Mentor/Mentees

Congratulations on being paired up with your Mentor/Mentees! You are now embarking on a 2 month journey together and I hope you enjoy the ride!

At your first meeting, you should dedicate time to openly talking about your expectations of your mentoring relationship, including setting some goals. To get you started, here is an outline of some guiding questions for you below.

**1) About YOU**

The questions below are just some starter questions and suggestions. No need to cover them all, and feel free to add your own. Take ample time to get to know each other better!

Questions for your Mentor

✓ Share your personal story: where did you grow up, what did you study, how did you get to where you are today?

✓ Share your business story: what are your values and mission, how did your company come to be, what is your role within the business, and what is its business model?

✓ Why did you decide to get involved with IDEA as a mentor?

✓ Have you ever mentored other young students before? If so, what was your experience like?

✓ What value do you hope to receive from our relationship?

✓ What are your interests outside of work? What do you do for fun?

✓ What book are you reading right now?

✓ What’s one of the hardest pieces of feedback or advice you were ever given?

✓ Within what industries or areas do you foresee great innovation taking place in our lifetime? Why?

✓ What gets you excited about business or entrepreneurship?

✓ What’s the coolest or most awesome or most innovative business you know?

Questions for your Mentees

✓ Share your story: where did you grow up, what are your hobbies and areas of interest? Things you’re passionate about?

✓ Why did you decide to participate in the IDEA program? What have you enjoyed the most so far? Any specific speakers or lessons?

✓ What’s your biggest learning that’s resulted from IDEA so far?

✓ Have you ever had another mentor (teacher, program director, classmate etc.)? If so, what was your experience like?

✓ What would be the most beneficial value add you could receive from our mentoring relationship?

✓ Outside of school, what do you do for fun?

✓ What are you excited about?

✓ What should I know to better understand what life as a high school student is like today?

✓ If grades were no concern, what industry or business concept would you want to pursue with IDEA?

**2)** **Interaction & Communication**

Discuss which method of communication will work best for both of you in between your meetings.

Emails Video conferences Phone calls Text

It is asked that mentors and mentees meet face to face at least three times.

* What days & times will you try to meet? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Where will you meet? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How will you handle cancellations? Minimum \_\_\_ hours notice by \_\_\_\_\_\_\_ (e.g. email, text)
* What response time will you commit to for communications? \_\_\_\_\_\_\_\_\_\_ (e.g. 1 day, 2 days)

**3) Defining Boundaries & Expectations**

It is important to candidly talk about what personal and professional information you will feel comfortable discussing with your Mentor or Mentee, and which information will be safe to share with your own networks outside of your group relationship or perhaps even over social media or other online outlets. As a group, please talk about sharing and confidentiality in regards to each of the below:

✓Personal Stories and Information ✓Project Ideas & Progress
✓Network Contacts
✓Anything else?

Please discuss the following together:
As the mentor, what are your current expectations for this relationship?

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As the Mentees, what are your current expectations for this relationship?

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**4) Meeting Best Practices**

✓ *Before your meeting:*

Prior to every meeting, the Mentees should create an agenda and share with their Mentor at least 2 days in advance by email. Any relevant meeting materials should also be shared at the same time. Top priority agenda items should always be scheduled at the very start of the agenda. For your use, we have put together an Agenda Template; please find it attached and feel free to use it for every meeting, or feel free to design your own.

✓ *During your meeting:*

Stay on time and on topic. Review progress from last week’s actionable items, discuss current challenges and agree on relevant assignments and milestones for your next meeting.

✓ At the end of your meeting: It will be the Mentor’s responsibility to summarize the conversation and confirm actionable items with their Mentee, using the attached Tracking Progress template.

**5) Program Goals for the Mentees & Tracking Progress**

Before you begin to immerse yourself into the work ahead, it is a good idea to set some program goals for the next 2 months. It will be the Mentor’s responsibility to monitor progress and ensure the Mentees are on track to achieve their goals by the end of the program. The Mentor will provide ongoing support and resources wherever possible.

The following questions can be used as starters to your conversation, but as the Mentor, feel free to add your own

Each Mentee should contribute to the conversation, but have someone capture notes for the group.

Goals should be specific, measurable and realistic.

✓What does success look like for your group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

✓ Are there any specific areas for improvement or skills you would like to focus on as a group?

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✓ What will each of you (the Mentees) agree to do to be of service and value to your IDEA teammates?

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✓ What are your Venture Competition goals and ambitions as a group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

✓ As a group, what would make you proud of the final business concept you come up with and present at the Venture Competition, whether on the last day of class or at the IDEA Summit?

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Space for other Notes & Questions:

**6) Specific Long Term Program Goals:**

These can be related to the venture competition, personal skills, the business concept, things you want to see result from your participation in IDEA, etc.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7) Tracking Progress:**

As mentioned above, to help you keep track of ongoing progress, we have put together a simple template for you to use to track your mentees’ progress from week to week.

*Ongoing Feedback Loop*

To ensure your relationship keeps growing and maturing, you must maintain a healthy line of communication where both tricky and positive feedback is shared in a respectful and ongoing manner.

Guidelines for healthy communication between Mentor & Mentee:

✓ Take responsibility to raise potential issues or sources of nervousness/distress as early as possible.

✓ Before providing tricky feedback, ask for permission to ensure the other person is ready to receive it.

✓ Schedule a “Feedback Session” at the end of every meeting. Having a regular, dedicated time makes it easier to bring up any feedback.

And last but not least, I hope your mentoring relationship is full of exciting conversations, lots of fun, inspiring ideas and real, long-lasting impact!

Having a mentor is very special and valuable thing to have in your life and in your business pursuits. Enjoy this exciting journey together!