

Meeting Preparation

Respect is a two-way street, even for experts and mentors. As a mentor on Callmentor, being prepared and professional is crucial. Wondering how to ensure a productive and respectful meeting on Callmentor? Here's the answer:

Mentee Preparation & Requirements

1. Prepare Questions:
 - Write down a list of thoughtful questions.
 - Focus on topics like career progression, industry trends, and advice on skills development.
2. Manner to follow
 - Being on time:
 - i. Log in on time or 5 minutes earlier. It shows respect for your mentor's schedule.
 - Professionalism:
 - i. Be polite, listen actively, and avoid interrupting.
 - Be Honest:
 - i. If you don't understand something or need further clarification, don't hesitate to ask.
3. Background & Environment:
 - Pick a quiet, well-lit spot for the meeting.
 - Keep your background clean and free of distractions..
4. Internet Connection, Camera, Microphone:
 - Check your internet connection, webcam, and microphone before the meeting to avoid technical issues.
5. Dress code:
 - Wear a clean shirt or blouse and neat pants or a skirt.
 - Avoid overly casual clothes like pajamas or gym clothes.
 - Avoid clothes with loud patterns, bright colors, or distracting graphics.
 - Avoid anything too revealing.

Mentor Preparation & Requirements

1. Review Resume:
 - Go through the mentee's resume, comments and profile. Understand their career goals and current challenges.
2. Plan the Agenda:
 - Outline the structure of the meeting based on **the service requirements**.
 - Allocate time for introductions, discussing the mentee's goals, providing feedback, and addressing their questions.
 - Gather any resources, articles, or examples that might be useful for the mentee.
3. Manner to follow
 - Punctuality:
 - i. Be on time for the meeting. This sets a professional tone and shows respect for the mentee's time.
 - Professionalism:
 - i. Be polite, listen actively, and avoid interrupting.
 - Clarity and Honesty:
 - i. Provide clear and honest feedback.
 - ii. If you don't have an answer to a question, be honest about it.
 - Empathy and Support:
 - i. Show empathy towards the mentee's situation. Offer support and encouragement to help them feel confident in their career journey.
4. Background & Environment:
 - Pick a quiet, well-lit spot for the meeting.
 - Keep your background clean and free of distractions.
5. Internet Connection, Camera, Microphone:
 - Check your internet connection, webcam, and microphone before the meeting to avoid technical issues.
6. Dress code:
 - Dress professional for the meeting. A neat and professional appearance helps set the right tone.

Note: Students have the right to request a refund if:

- The mentor displays inappropriate behavior against the requirements mentioned above during the meeting, or
- The service significantly differs from **the service requirements** and description.