**10 Academy cA: Week 1**

**Career Exercise 2**

**Peer Mentorship**

Due Date: Saturday, 27th April 2024, 8PM UTC

## **Background**

Highlighting the critical significance of intentional teamwork within any organisation is essential. Regardless of the profession you pursue, teamwork remains indispensable. With the increasing adoption of remote and hybrid work models, it's crucial to navigate digital interactions with colleagues over different platforms. Collaborating with peers/ workmates fosters mutual growth and enhances professional development, contributing to collective success within the organisation.

The objective of this exercise is to gain a comprehensive understanding of the role and practice of peer mentorship as well as the importance of collaboration in a remote work setting.

**Guidelines:**

* This exercise is for you to practise peer mentorship with one of your colleagues. You have been paired with one of one of your colleagues for this exercise. The list can be found [here](https://docs.google.com/spreadsheets/d/1miPyX25B6TEra4UWkK1cRLwFcWVEc3MkkSDHtgUDGTA/edit?usp=sharing).
* Using the reference material below as additional insight and guidelines, get a clear definition of who a peer mentor is and how peer mentorship is practised.
* You are supposed to meet your peer via Google meet. Follow the instructions in the task section below to understand how you will navigate that meeting.

Before the meeting:

* Do a quick search about your peer via LinkedIn or Google to have some basic information (in order to get to know them a little). Be careful to respect their digital privacy and stick to professional platforms only. This little research on your peer on Linkedin or the internet could help guide your choice of questions to ask.
* Prepare a list of 5 tailored questions to ask during the meeting to gather insights into the peer's tech background, experience and challenges in their 10 Academy’s journey so far, and any interesting facts about them.
* Reach out to them and schedule a Google Meet session on the time that is convenient to both of you.

During the meeting;

* Introduce yourselves, demonstrate curiosity, and inquire about the colleague's background and interests.
* Get to know your peer’s strengths and weaknesses. Keep an open-minded conversation and consider the list of questions and insight areas you’ve mentioned above. See if you can find mutual ways to guide each other during the training because this will be your accountability partner during the training.
* Take a screenshot of both of you during the call with your videos on.

**Task:**

After your session with your peer, we would like you to draft a report documenting the exercise from your perspective. Your report should be a PowerPoint of 6 slides [Respect the number of slides.

Your report should answer the following 7 questions:

1. What challenges did you have before and during the preparation of your meeting? How did you overcome these challenges?
2. Write down a short bio of your peer according to how they introduced themselves.
3. List of the 5 questions you asked your peer and their answers to them.
4. List of 5 questions your peer asked you.
5. What are 5 things you learnt or benefited from this exercise and how they might benefit your career in future?
6. What is your CTA (Call to Action)? (Did you exchange contact and social media handles? Did you schedule a subsequent meeting? Did you agree on frequent checkups?)
7. On your last slide, attach a screenshot of you both with your cameras on.

## **Usefulness in real life**

Understanding how to work well with others is really important in any job. No matter what you do, teamwork matters. Especially now, with more people working from home or in a mix of office and remote settings, knowing how to talk and collaborate online is key. This activity is all about learning from each other and helping each other grow. By teaming up with a colleague, you'll get to share experiences and support each other in your work. It's like having a buddy to learn and grow with. Plus, you'll learn how to use tools like Google Calendar and Google Meet to schedule and have online meetings. It's a chance to get better at working together, which is super useful for your career.

**Rubrics:**

1. Preparation Challenges: This question aims to evaluate the trainee's ability to recognize and navigate obstacles encountered in the preparation phase of the peer mentorship meeting. **Grading will focus on** their identification of challenges, problem-solving approach, and reflection on solutions implemented.
2. Peer Short Bio: This question assesses the trainee's capacity to synthesise information and communicate it clearly, demonstrating active listening skills and effective summarization techniques. **Grading will focus on** whether the trainee offered a brief yet comprehensive overview of the peer's background, focusing on relevant details, and also evaluate the clarity and organisation of the peer introduction, ensuring that essential details are effectively communicated.
3. Questions Asked and Answers: This question focuses on the quality of the interaction between the trainee and the peer, assessing the effectiveness of the trainee's questions and the peer's responses in facilitating constructive dialogue and knowledge sharing. **Grading will focus on** Evaluating if the trainee listed 5 questions to ask their peer. These questions should show ability to gain valuable insights from the peer. And also look for the presence of the answers provided in regards the asked questions.
4. List of questions from the peer: In this question, the trainee is expected to document 5 questions asked by their peer about them during the meeting, demonstrating accuracy, relevance, and completeness in their response. **Grading will focus on** that.
5. Learnings from this exercise: In this question, the trainee is expected to reflect on the learning outcomes and benefits of the peer mentorship exercise, and articulate how these insights can positively impact their future career development with clarity and specificity. **Grading will focus on** Assessing the depth of reflection, evaluating the trainee's ability to articulate how the insights gained from the exercise can benefit their career development in the future, and the clarity and conciseness of the trainees answer.
6. Call to Actions: In this question, **grading will focus on** the trainee's proactive approach in establishing ongoing communication and collaboration with their peer is evaluated based on their initiative, clarity of communication, and emphasis on continued collaboration.
7. Screenshot! Grading will check the presence of the meeting screenshot in your slide.

**Important Links**

* [Mentoring Alternatives: The Role of Peer Relationships](https://www.bu.edu/sph/files/2012/01/Kram_Mentoring-Alternatives.pdf)
* [What is Peer Mentoring](https://www.igi-global.com/dictionary/concepts-technology-applications-mentoring/22187)
* [SKILLS FOR SUCCESSFUL MENTORING:](https://my.lerner.udel.edu/wp-content/uploads/Skills_for_Sucessful_Mentoring.pdf)
* [How to be a peer mentor](https://www.emeraldgrouppublishing.com/archived/learning/study_skills/life/peer_mentor.htm)
* [How to build a successful mentoring relationship](https://www.togetherplatform.com/blog/how-to-build-a-successful-mentor-relationship).
* [8 Tips for an amazing Mentor relationship](https://www.forbes.com/sites/laurencebradford/2018/01/31/8-tips-for-an-amazing-mentor-relationship/?sh=61c621c221e2).
* [How to build a great relationship with a mentor](https://hbr.org/2020/01/how-to-build-a-great-relationship-with-a-mentor)