

The Mentors Role

Being a good Mentor is a challenging task. Here are a few points to help you understand your role better.

- **Be a Role Model**
 - Serve as an example for social skills and responsible behavior.
 - Give the mentee necessary exposure to prepare her to face a professional life.
 - Share your life's learning with the mentee.
 - Tell the story of your life.
 - Help the mentee set aspirations for who they want to be.
- **Be a friend and confidante**
 - Encourage the student to share her day-to-day life with you.
 - Be someone the student trusts.
 - Give honest and sincere appreciation and advice.
 - If the need arises, be someone, who the student would discuss personal problems with.
- **Be a guide and facilitator**
 - Impart study and time management skills.
 - Help set academic and career goals.
 - Encourage the student to take academic inputs and support whenever necessary.
 - Help your mentee be self reliant and independent decision maker by evaluating various options
 - Focus on grooming and encourage etiquettes, social, telephone and email.
- **Be a Sounding board**
 - Act as a Sounding board by providing insights into skills and opportunities for choosing career path.
 - The role of a sounding board should be limited to an advice.
- **Networking:**
 - Connect your mentee to different people. For example, if your mentee is interested in setting up her own business venture, you can connect her to entrepreneurs.
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Expectations and Guidelines

- Mentors are required to make a commitment of at least one year to the program.
- Mentors are expected to meet/speak with the mentees for an hour every fortnight.
- In case the mentor has to cancel the interaction; he/she has to inform the mentee and Katalyst beforehand.
- Mentors are expected to be on time for the sessions. The mentors and mentees can together decide on a mutually convenient time for the meeting.
- Mentors must plan their sessions and keep a track of the mentees progress, needs, and concerns and share this with Katalyst regularly.
- Mentors must be respectful and considerate with the mentees. At no situation should the mentee feel hurt or snubbed.
- Mentors should not thrust their views (political or religious) on the mentees.
- Mentors should not be judgmental and create a safe space that allows mentees to express their views or ask questions
- Mentors must set realistic expectations for their mentees. Celebrate every achievement however small it may be, and not rebuke if the mentee does not live up to the mentors set expectations.
- Mentors can ask for any kind of help they need from Katalyst for the mentees' benefit.
- Mentors are urged to keep in mind that this engagement is professional and encourage students to send a request mail prior to the meeting, a mail after the meeting mentioning the points discussed, their learning and the agenda / focus areas for the next meeting.
- The mentors are not supposed to give any cash or gifts to the mentees, if he thinks that it needs to be given, Katalyst Program Director's permission has to be sought.
- Male mentors are advised to meet their mentees in college, their workplace or Katalyst office. Female mentors may meet their mentees at their workplace, home, college premises, hostel or any public place. It is highly recommended that first couple of meetings happen in college or in case of corporate volunteering program at corporate office.

Mentor interaction toolkit

Following are some suggestions for making mentor-mentee interaction more effective.

Initial meeting

- Introduce yourself by sharing your family, academic and professional background
- Ask mentee about their family, academic and professional background
- Share your interests and hobbies and ask mentees about the same
- Ask mentees to share their dreams and aspirations
- Ask mentees about their expectations from the mentor
- Discuss the focus areas for next few meetings and set goals and timelines

Subsequent meetings

Socio emotional development

- Share your own journey including challenges and success
- Encourage the mentees to share theirs
- Discuss their daily activities
- Discuss what they enjoy doing and what bothers them

Communication skills / general awareness:

- Encourage mentees to write a mail to set up a meeting. The mail may be informal but with complete words and sentences (no short forms or sms language)
- Ask mentee to read newspapers and discuss current affairs.
- Discuss what topics mentee is interested in and suggest some books and magazines for reading. After they read you can ask them to give a summary, plot, characters they liked, how would they change the end, etc
- Watch some video clips / you tube together and discuss
- Suggest some English movies which they can watch

Exposure visits: You may

- Take them to an Art Gallery or a performance
- Take them to a mall to see different types of stores and understand how retail sector works
- Help organize a visit to your company and its various departments

- Have them meet family members / friends who are from different professions

Career and Academic

- Career plan and goal setting
- Academic challenges and study skills
- Time management

List of topics: The mentor can use any of these topics for starting a conversation at an initial stage or even at a later stage.

1. Childhood
2. Happy Incident
3. Sad Incident
4. Siblings
5. Family
6. Festivals
7. Religion
8. Political Topics
9. Human incidents
10. Role models
11. Day to day problems
12. Particular problems
13. Brainteasers
14. Suggested Books
15. You tubes
16. Cooking