



SCHOLARS MENTORSHIP PROGRAM

ACADEMIC TRACK

Session 1: Introduction & Building Positive Mentor-Mentee Relationship



INTRODUCTION

Objective of Academic Track

The primary objective of the academic track is to support mentees in their academic journey, ensuring they graduate on time with excellent grades while participating in relevant extracurricular activities. This track aims to develop mentees into well-rounded leaders in their chosen fields. Mentors will provide guidance on how to study as well as how to select appropriate clubs, societies, and programs to help mentees achieve these goals.

Mentor-Mentee Relationship

Welcome, WMI mentors! Welcome to session 1 which will be covered in week 1 & 2. This session equips you to establish a supportive and productive mentoring relationship with your mentee. By fostering open communication, setting clear expectations, and understanding each other's goals, you can create a foundation for a successful and enriching mentoring experience.



SCHOLARS MENTORSHIP PROGRAM

ACADEMIC TRACK

Setting the Foundation

Shared Goals and Expectations

Early discussions between mentors and mentees should establish clear goals for the mentorship. What does the mentee hope to achieve? What areas can the mentor provide guidance? Alignment on expectations avoids misunderstandings and fosters a sense of purpose.

Understanding the Mentor-Mentee Relationship

Definition and purpose

Explain what a mentor-mentee relationship is and its purpose.

Roles and Responsibilities

Outline the roles and responsibilities of both the mentor and the mentee. Here are a few examples, you can use them or come up with your own.

- Mentor: Provide guidance, share experiences, offer support and encouragement.
- Mentee: Seek advice, show willingness to learn, communicate openly, take initiative.

Open Communication

We encourage open and honest communication from the beginning. Mentees should feel comfortable asking questions, expressing concerns, and providing feedback. Mentors should actively listen and be approachable.

The Importance of Communication

- Guide your mentee in identifying their preferred communication style (e.g., email, phone calls).
- Encourage open and honest communication, emphasizing the importance of voicing concerns or questions.
- Discuss strategies for active listening and providing constructive feedback.

Building the Relationship

Regular Meetings.

Establishing a regular meeting schedule is crucial for a successful mentorship, but it shouldn't feel rigid. To maximize productivity and ensure both parties can fully participate, mentors and mentees should have an open conversation to find a mutually agreeable time on their individual schedules. Aim for bi-weekly meetings to keep the momentum going, but feel empowered to



SCHOLARS MENTORSHIP PROGRAM

ACADEMIC TRACK

adjust the frequency based on your needs and progress. Finding a common ground for meetings demonstrates respect for each other's time and sets the stage for a successful mentorship journey.

Active Listening and Feedback.

Mentors should actively listen to mentees' concerns and ideas. Provide constructive feedback that is specific, actionable, and delivered in a supportive manner. Mentees should be receptive to feedback and actively seek guidance.

Proactive Communication.

Encourage both mentors and mentees to proactively communicate any changes, challenges, or adjustments needed in the mentorship dynamic.

Mutual Respect and Appreciation.

Maintain an environment of mutual respect and appreciation. Mentors should recognize the time and effort mentees invest, and mentees should appreciate the guidance and support offered by mentors.

Goal Setting

Guide

- Introduce the concept of SMART goal setting (Specific, Measurable, Achievable, Relevant, and Time-bound). Facilitate a discussion with your mentee to identify their academic and personal goals for the mentoring program.
- You will work together in the next meeting to translate these goals into the SMART goals.

Activity

Activity Title: Personal Reflection and Goal Setting

Objective: To encourage the mentee to reflect on their personal and academic goals and prepare for the next session on setting SMART academic goals.



SCHOLARS MENTORSHIP PROGRAM

ACADEMIC TRACK

Instructions

1. Have your mentee come to the next session with a list of 3-5 initial goals they hope to achieve through the mentoring program. Encourage them to consider both academic and professional aspirations.
 - Their aspirations and long-term goals.
 - What they hope to gain from the mentorship relationship.
 - Any challenges they are currently facing in their academic journey.

The mentee should complete this activity and submit it to the mentor (via your established mode of communication) before the next scheduled meeting.

Feedback Form

Please fill out the feedback forms at the end of your meeting. Share the mentee feedback form with your mentee to fill out as well. Your input helps us improve the program, and we appreciate your assistance.

Mentor feedback form - <https://airtable.com/app9D3AZKrWuuIryo/shrEc8sDgexbci9Wt>

Mentee feedback form - <https://airtable.com/app9D3AZKrWuuIryo/shrH0VAQT8he1C3kx>.