

Getting Ready for the Mentorship

Talent Accelerator Programme (TAP)

20 March 2023

TomoWork

The objective of the session is to:

1. Understand what mentorship is
2. Understand what you need to prepare
3. Prepare a worksheet to give to your mentor

Part 1: Mentorship (20 mins)

Part 2: Worksheet (40 mins)

Part 1: Mentorship



What is mentorship?

What is mentorship?



Mentorship is connecting **someone with knowledge and experience** (=mentor) with **another who may have less** (=mentee) so that the mentor can give useful **advice and guidance** and mentee can **learn** from the mentor.



**How does TomoWork
mentorship work?**



- **Each one of you** (mentee) will be assigned a **mentor**.
- You will have **three sessions** with **the same mentor**.
- Each session is **60 mins**. You will spend a total of 180 mins with the mentor.
- It is **virtual mentoring by default**. However, if your mentor is willing to meet you in person, you may do so. (But please inform the Programme Director if you are meeting in person.)
- The mentors come from **Amazon Web Services (AWS), Barclays, Bloomberg, Google, Micron, Standard Chartered, and Singlife**. (You will be matched to a mentor.)

Three Mentoring Sessions

Date	Time	Session	Details
12 th April	11:00am -12:00pm	Mentorship Session 1	Getting to know each other and goal setting for what the student wants to get out of the mentorship
11 th May	2:30pm – 3:30pm	Mentorship Session 2	Career Coaching (Charting Career path and Skillsets required)
25 th May	2:30pm – 3:30pm	Mentorship Session 3	Mock Interview, any other question and closing off



What do I do in the mentoring sessions?

You need to take ownership of the relationship.

- You need to state what you want to get out of the session
- You need to share what you are thinking
- You need to ask questions
- You need to confirm the next appointment
- You need to make sure you get the most out of this mentorship opportunity

What do I do in the mentoring session?

Mentee

- At the start of each session, **state the objective** very clearly (what you want to get out of the session)
- **Share your thoughts** on the given topic: what you are thinking, why you are feeling that way, and what you are concerned about
- Have many questions ready: you need to **ask questions**
- **Listen attentively**

Mentor

- Mentors will share their **views** IF you ask them questions
- They will try to give you **advice and guidance** only IF you ask them questions
- They will try to **answer** as many questions as possible IF you ask them



How do I make sure my mentoring sessions are successful?

Preparation is everything!

PREPARE WELL.

Make sure to prepare:

- A well-articulated **self-introduction**
- **Objectives for each session** (what you want to get out)
- **A summary of your thoughts on each topic:** what you are thinking, why you think that way, and what you are concerned about
- **Many questions!** (If you don't ask, you won't get any advice, guidance, or value out of the mentorship.)



**Is this like a casual chat
with my friend, or more
like a job interview?**

Treat mentorship almost like a job interview – with utmost professionalism.

- Look fresh, neat and clean. Sit up. Smile. Turn camera on.
- Log in 3-5 mins earlier than the scheduled time.
- Test the audio, microphone, video camera in advance.
- Speak properly as if you are in a job interview. Address your mentor with Mr or Ms. Do not use slang.
- No personal comments about your mentor (e.g. name, gender, race, sexuality, nationality, background, religion)
- Listen attentively
- Do not ask for your mentor's contact details unless the mentor wants to share with you
- If you need special accommodation, let the mentor know.
- Thank the mentor for their time.

Virtual Call Etiquette



Click the play button to watch or go to: <https://youtu.be/k6aN4j6YzKM>

Part 2: Worksheet

The worksheet is to be given to your mentor prior to the first session.

- Your self-introduction
- Your educational background
- Your skills
- Your work experience
- Industry you are interested and why
- Jobs and roles you are interested and why
- Questions you have

Deadline: Please upload your document to Teams Folder by 23 March 2022 at 5 PM.

What to do if...

You are not sure what industry, jobs or roles you are interested in.

- **If that is the case, say so. And explain why you are not sure.** Is it because you don't know enough about what companies, jobs and roles are out there? Or is it because you don't know what you are good at?

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