

Digital Apprenticeship Program



A Guide for Mentees (Junior Tech Professionals).

Digital Apprenticeship Program



What is Mentoring?

Mentoring is a process in which a more experienced individual (mentor/ tech buddy) helps a less experienced person (mentee/JTP) discover new areas of knowledge and insights in a particular field. Mentors also potentially assist mentees in setting professional goals through a series of ongoing, time-limited, confidential conversations and other learning activities. **It is a relationship based upon mutual trust and respect.**

What does mentoring entail within the Digital Apprenticeship Programme

1. **Mentor Matching-** This entails matching tech buddy to a junior tech professional. This will be done by Eldohub using the bio profiles of both mentors and Junior Tech Professional.
2. **Documentation-** This includes:
 - Mentee guide- This contains all the information in regards to the programme and mentorship to help mentees navigate through the 3 month mentorship period.
 - Weekly reporting template- This document that captures weekly updates of the mentor-mentee conversations, any deliverables and progress during the 3 month period.
3. **Weekly 1 hour mentoring sessions-** This is mandatory and can take place physically or virtually depending on tech buddy and JTP preference. By the end of the programme, the mentor and JTP should have met for a total of 10 hours.
4. **Weekly reporting on the 1 hour mentoring session-** This included meeting highlights, deliverables and updates. **The JTP will be responsible for filling and submitting this report weekly to info@eldohub.co.ke.**

Digital Apprenticeship Program



What Mentoring Is and Is Not?

Mentoring Is:

- A commitment
- Being open minded
- Sharing experience
- Improving communication skills
- Increasing networking opportunities
- Developing/strengthening professional skills
- An expansion of one's worldview

Mentoring Is Not:

- A guarantee of a job
- Therapy
- Supervision
- Tutoring
- Effortless

Who is a Mentor aka Tech buddy?

A mentor/ tech buddy is a digital apprenticeship volunteer who works closely with junior tech professionals to help him or her grow and thrive professionally. The tech buddy coaches the JTP on soft skills, communication, creativity, how to grow professionally in a tech career and provides guidance and feedback. Tech buddies support the learning goals of their JTP mentees, so it is critical that you state in an open, clear manner what you hope to get out of your mentorship.

You will work collaboratively with your tech buddy prior to your digital apprenticeship to design your mentorship goals and objectives. Goals will vary depending on each JTP's areas of expertise and interest, as well as on the needs of the targeted businesses or host companies. JTPs will also have the opportunity to network with other professionals they will like to meet during the launch and closing ceremony of the Digital Apprenticeship Program.

Digital Apprenticeship Program



Mentors/ Tech Buddy usually are able to:

- Take time and provide attention
- Be a role model and an advisor
- Demonstrate commitment, competence, and a willingness to extend knowledge
- Help mentee build confidence by teaching skills and offering feedback
- See solutions and opportunities as well as barriers
- Respect and appreciate differences
- Exhibit trust and maintain confidentiality

Benefits to Mentees

- Opportunity to learn from someone more experienced
- Improved communication skills
- Increased self-awareness
- Increased awareness of professional issues
- Exposure to new ideas, theories, practices, and/or people
- Expansion of one's worldview

Mentee Responsibilities

During your first meetings with your mentor, we suggest that you clearly define the relationship to best meet your and your mentors' needs. The following suggestions may assist your initial discussions:

Set Goals & Determine Interests:

Establish mutually agreeable goals for the mentoring relationship. *For example, if 2 mentees are assigned in your group, you want to decide who will assume responsibility for arranging each meeting. Discuss how frequently you would like to meet with your mentor in person.*

Digital Apprenticeship Program



Determine the experiences you would like to gain through the program. *For example, are you interested in job shadowing, attending meetings in your mentor's organization, receiving information about other professional development opportunities?*

When setting goals and determining your interests, discuss your goals and interests with your mentor and find out whether they are reasonable and feasible. You should make sure that your goals are SMART – Specific, Measurable, Attainable, Realistic, and Timely. A SMART goal has a greater chance of being accomplished than a general goal. *A general goal might be “Learn more about football,” whereas a SMART goal would be “Shadow a football coach for a week to learn about the day-to-day life of a professional in the field.”*

Listening Actively

Listening actively is the most essential skill you will use throughout your relationship. Active listening not only establishes rapport but creates a positive, accepting environment that permits open communication.

\Building Trust

Trust is built over time. Trust comes from a sense of comfort with another person, and comfort comes from repeated experiences and exposure. You will increase trust by keeping your conversations and other communications confidential, honouring your scheduled meetings and calls, and consistently showing interest.

Identify Boundaries & Follow a Professional Code of Conduct

All professional relationships have boundaries about what is and isn't permitted. The mentor relationship should comply with professional code of conduct standards at all times.

Express Gratitude

Our tech buddies are all volunteers. They spare their time in addition to their full time job to mentor you and to help you be successful. Let them know that you appreciate their commitment. Never take your mentor for granted.

Keep Eldohub informed

Digital Apprenticeship Program



Let Eldohub know what is working well and what is not. We build our programs on participants' comments and suggestions and welcome your candid feedback.

Best Practices

- You are responsible for your own growth
- Allow your mentor to help you think more broadly and deeply
- Think of your mentor as a “learning facilitator” rather than the person with all the answers
- Be receptive to feedback
- Ask your tech buddy to share with you successful strategies and resources he/she has used in the past that could apply to the challenges you face
- Know that the energy you invest will have a significant impact on your development

Mentoring Dos and Don'ts

Do:

1. Take time to identify your goals.
2. Be considerate of your mentors' time and be responsive.
3. Seriously consider all advice you receive.
4. Show evidence you have utilized your mentor's help in making decisions.
5. Show appreciation for every form of assistance your mentor gives you. (Say thanks, praise them in front of others, send a note/ emails, etc.)
6. Make it easy for your mentor to give you corrective feedback. Ask for it early.
7. Assume the relationship will be strictly professional. Ask the mentor's permission to continue the mentorship after the program ends in March 2021.
8. Keep in touch once you part company after the program ends.
9. Send a note or call from time to time to provide updates and say thanks.

Do not:

1. Depend on your mentors to identify your goals for you.
2. Assume your mentors have unlimited time for you.
3. Say “Yes, but...”

Digital Apprenticeship Program



4. Forget to share the outcome of the help your mentor provided.
5. Take your mentor for granted.
6. Immediately defend or explain yourself, or worse, criticize your mentor.
7. Intrude into your mentor's personal life or expect to be friends.
8. Talk negatively about your team members nor your mentor.
9. Leave on bad terms.

What if Problems Arise?

The unexpected happens. When it happens, take the initiative and contact your mentor. Discuss your situation with them. Get back to them with a new timeline for meetings/activities you've planned. If you are not able to resolve issues with your mentor, please feel free to contact the Eldohub Mentor-Mentee liaison Khadija at khadija@eldohub.co.ke.

Mentor Sessions Calendar:

Digital Apprenticeship Program



Digital Apprenticeship Program

