

Brice Allen

briceallen@gmail.com

Christine Aurigemma

christine.aurigemma@pfizer.com

NextGen:2023

Leader Mentoring Plan

June 20, 2023 v.0.1

Objective: To establish a strong mentoring relationship that focuses on professional development, networking, and career growth. The mentoring plan aims to facilitate skill-building, increase industry knowledge, and provide valuable insights from the mentor's experience. By addressing the NextGen Leader's unique needs, the mentorship program will help create a solid foundation for future success, enhance networking opportunities, and foster a deeper understanding of the professional landscape.

Contents

1	Webinars	1
1.1	March	1
1.2	April	1
1.3	May	1
1.4	June	1
1.5	July	1
1.6	August	2
1.7	September	2
2	Goals	2
3	Individualized Mentoring Plan	2
3.1	Table	3
3.2	Monthly Summary	4
3.2.1	March	4
3.2.2	April	4
3.2.3	May	5
3.2.4	June	5
3.2.5	July	5
3.2.6	August	5
3.2.7	September	5
4	Samples	5
4.1	Cover Letter	5
4.2	Resume	5

5	Version Information	5
5.1	Additional Notes	5
5.2	v0.1 — Initial Draft	5

1 Webinars

1.1 March

Webinar Topic: Orientation

Activities:

- Introduce ourselves and establish goals for the mentoring relationship
- Discuss expectations and preferred communication methods

1.2 April

Webinar Topic: Resume Review Workshop

Activities:

- Review and provide feedback on the NextGen Leader's resume
- Discuss best practices for creating a compelling resume

1.3 May

Webinar Topic: LinkedIn Profile & Job Search

Activities:

- Review and provide feedback on the NextGen Leader's LinkedIn profile
- Share job search strategies and resources
- Discuss networking opportunities

1.4 June

Webinar Topic: Interviewing & Technical Interviews

Activities:

- Conduct mock interviews to practice and develop interview skill
- Discuss tips for navigating technical interviews

1.5 July

Webinar Topic: Disability:IN Conference (if applicable)

Activities:

- Attend the conference and participate in relevant sessions
- Discuss key takeaways and insights gained from the conference

1.6 August

Webinar Topic: Disability Disclosure & Accommodations

Activities:

- Discuss strategies for disclosing disabilities during the job search and in the workplace
- Explore options for requesting accommodations

1.7 September

Webinar Topic: ERG/BRG Presentation

Activities:

- Learn about Employee Resource Groups (ERGs) and Business Resource Groups (BRGs)
- Discuss the importance of these groups and how to get involved

2 Goals

As I begin my mentorship with Disability:in, I want to set specific goals that will help me get the most out of the experience. Here are some possible goals that I'm considering:

1. **Professional Development:** I want to improve my skills in *Machine Learning & Artificial Intelligence* so that I can be more effective in my role at work. I'll work with my mentor to identify areas where I could improve and create a plan to achieve my goals.
2. **Career Advancement:** I'm interested in advancing in my career and want to work with my mentor to create a plan for achieving my goals. This could include setting milestones, identifying areas for growth, and working on skills that will help me advance in my field.
3. **Networking:** I'm looking to expand my professional network and want to work with my mentor to identify networking opportunities, such as attending industry events, connecting with other professionals in my field, or joining professional organizations.
4. **Personal Growth:** I'm interested in personal growth and want to work with my mentor to identify areas of personal growth, such as building self-confidence, developing better communication skills, or improving time management. My mentor can provide guidance and support as I work towards my personal growth goals.

As I set my goals, I'll make sure that they are specific, measurable, achievable, relevant, and time-bound. This will help me stay focused and make progress toward my goals throughout my mentorship. Each month I will provide a list of goals in the monthly summary section.

3 Individualized Mentoring Plan

3.1 Table

Date	Target Activity	NextGen Leader Responsibilities	Mentor Responsibilities
March 2023 – Meeting 1	Orientation	<ul style="list-style-type: none"> - Introduce yourself and discuss your goals - Share your expectations and preferred communication methods 	<ul style="list-style-type: none"> - Offer guidance on setting achievable goals - Establish a communication plan
April 2023 – Meeting 2	Resume Review & Workshop	<ul style="list-style-type: none"> - Prepare and share your current resume - Implement suggested improvements 	<ul style="list-style-type: none"> - Review and provide feedback on the resume - Suggest resources for further improvement
April 2023 – Meeting 3	LinkedIn Profile & Job Search	<ul style="list-style-type: none"> - Update and share your LinkedIn profile - Research job opportunities and resources 	<ul style="list-style-type: none"> - Review and provide feedback on the profile - Share job search strategies and resources
May 2023 – Meeting 4	Interviewing & Technical Interviews	<ul style="list-style-type: none"> - Research common interview questions - Prepare for a mock technical interview 	<ul style="list-style-type: none"> - Conduct mock interviews - Provide feedback and tips for improvement
May 2023 – Meeting 5	LinkedIn Profile & Job Search (Follow-up)	<ul style="list-style-type: none"> - Apply feedback to your LinkedIn profile - Share job search progress and challenges 	<ul style="list-style-type: none"> - Review and provide additional feedback - Offer support and advice on job search
June 2023 – Meeting 6	Interviewing & Technical Interviews (Follow-up)	<ul style="list-style-type: none"> - Practice answers to common interview questions - Continue preparing for technical interviews 	<ul style="list-style-type: none"> - Conduct another mock interview - Discuss progress and provide guidance
June 2023 – Meeting 7	Disability:IN Conference Preparation (if applicable)	<ul style="list-style-type: none"> - Research the conference and sessions to attend - Register for the conference (if applicable) 	<ul style="list-style-type: none"> - Share insights and advice on attending conferences - Help plan a schedule for conference sessions
July 2023 – Meeting 8	Disability:IN Conference Recap (if applicable)	<ul style="list-style-type: none"> - Share key takeaways and insights from the conference - Identify networking opportunities 	<ul style="list-style-type: none"> - Discuss how the conference impacts career goals - Offer guidance on leveraging new connections
July 2023 – Meeting 9	Disability Disclosure & Accommodations	<ul style="list-style-type: none"> - Reflect on your thoughts regarding disclosure - Research workplace accommodations 	<ul style="list-style-type: none"> - Share advice on disclosing disabilities - Discuss strategies for requesting accommodations
August 2023 – Meeting 10	ERG/BRG Presentation	<ul style="list-style-type: none"> - Learn about ERGs and BRGs in your industry - Identify relevant groups to join 	<ul style="list-style-type: none"> - Share personal experiences with ERGs/BRGs - Offer guidance on getting involved
August 2023 – Meeting 11	Disability Disclosure & Accommodations (Follow-up)	<ul style="list-style-type: none"> - Share experiences with disclosure (if applicable) - Discuss progress with accommodations requests 	<ul style="list-style-type: none"> - Provide support and advice - Offer guidance on managing accommodations
September 2023 – Meeting 12 – Last Meeting	Wrap-up & Next Steps	<ul style="list-style-type: none"> - Reflect on the mentoring experience - Discuss future goals and potential challenges 	<ul style="list-style-type: none"> - Share feedback on the mentoring relationship - Offer guidance for continued professional development

3.2 Monthly Summary

3.2.1 March

Not applicable — Meeting prior to document creation.

3.2.2 April

- Q1:** Is my resume's formatting clean, consistent, and easy to read?
- Q2:** Have I effectively highlighted my relevant skills and experience for the type of positions I am applying for?
- Q3:** Is my resume free of grammatical errors and typos?
- Q4:** Have I used strong, action-oriented verbs to describe my accomplishments and responsibilities?
- Q5:** Are my contact details (email, phone number, LinkedIn profile) accurate and professional?
- Q6:** Does my resume effectively communicate my unique value proposition as a candidate?
- Q7:** Is my resume length appropriate while ensuring that the most important information is included?
- G1:** Develop a comprehensive understanding of the rights and protections provided by disability laws in the workplace (e.g., the Americans with Disabilities Act).
- G2:** Gain confidence in self-advocacy, including discussing disability-related needs and requesting reasonable accommodations from employers.
- G3:** Enhance skills in disclosing a disability to potential employers and colleagues, balancing the need for accommodations with concerns for privacy and stigma.
- G4:** Explore strategies for managing and mitigating disability-related challenges in the workplace, including time management, organization, and adaptive technology.
- G5:** Identify and connect with professional networks, organizations, and resources that support individuals with disabilities in their chosen field.
- G6:** Develop a strong understanding of disability-inclusive workplace practices and policies, with a focus on promoting diversity and inclusion.
- G7:** Establish a professional brand that highlights unique strengths and capabilities, emphasizing the value of a diverse workforce and the contributions of individuals with disabilities.
- G8:** Learn to leverage personal experiences with disability to foster empathy, resilience, and problem-solving skills in the workplace.
- G9:** Expand knowledge of disability-inclusive hiring practices and create a targeted job search strategy that focuses on disability-friendly employers.
- G10:** Build a support network of mentors, peers, and allies who understand the unique challenges faced by individuals with disabilities and can provide guidance and encouragement throughout their careers.

3.2.3 May

3.2.4 June

3.2.5 July

3.2.6 August

3.2.7 September

4 Samples

Here are links to a sample cover letter and resume I recently submitted for a software engineer position with the Peace Corps.

4.1 Cover Letter

[Google Drive Link](#)

4.2 Resume

[Google Drive Link](#)

5 Version Information

5.1 Additional Notes

- Regularly update this document to reflect progress and changes in the mentoring relationship
- Both NextGen Leader and Mentor should have a current copy of this document for reference

5.2 v0.1 — Initial Draft

— Initial document draft completed by Brice Allen on April 13, 2023