



# Trailblazer Mentorship

Mentor Playbook

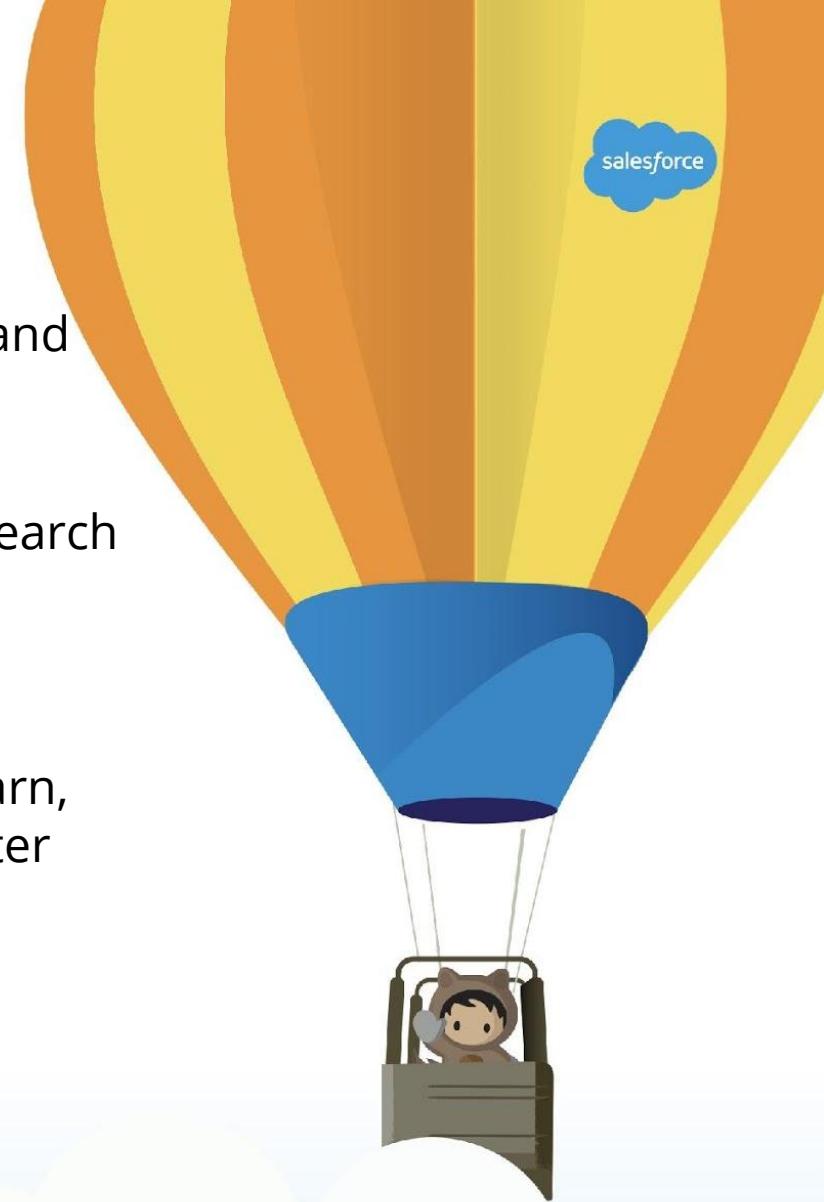
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# Overview



- The Trailblazer Mentorship is focused on helping new Trailblazers land their first job in the Salesforce [ecosystem](#).
- Mentees will be matched with Trailblazer mentors to focus on job search activities with guided mentoring, expertise, and coaching.
- The Trailblazer Mentorship offers fun, personalized, and interactive cross-channel learning journeys that empower mentees to learn, earn, and connect their way to successful careers and, maybe even a better world.



# Goals of the Playbook



This playbook will help you:

- Understand mentor roles and responsibilities.
- Prepare to meet with your mentee and establish meaningful relationships.
- Optimize the mentoring experience for both you and mentee.



# What Is Mentoring?

Mentoring is a confidential developmental partnership through which a person more experienced in a particular skill or area shares their knowledge, information, and perspective to foster the personal and professional growth of someone with less experience.



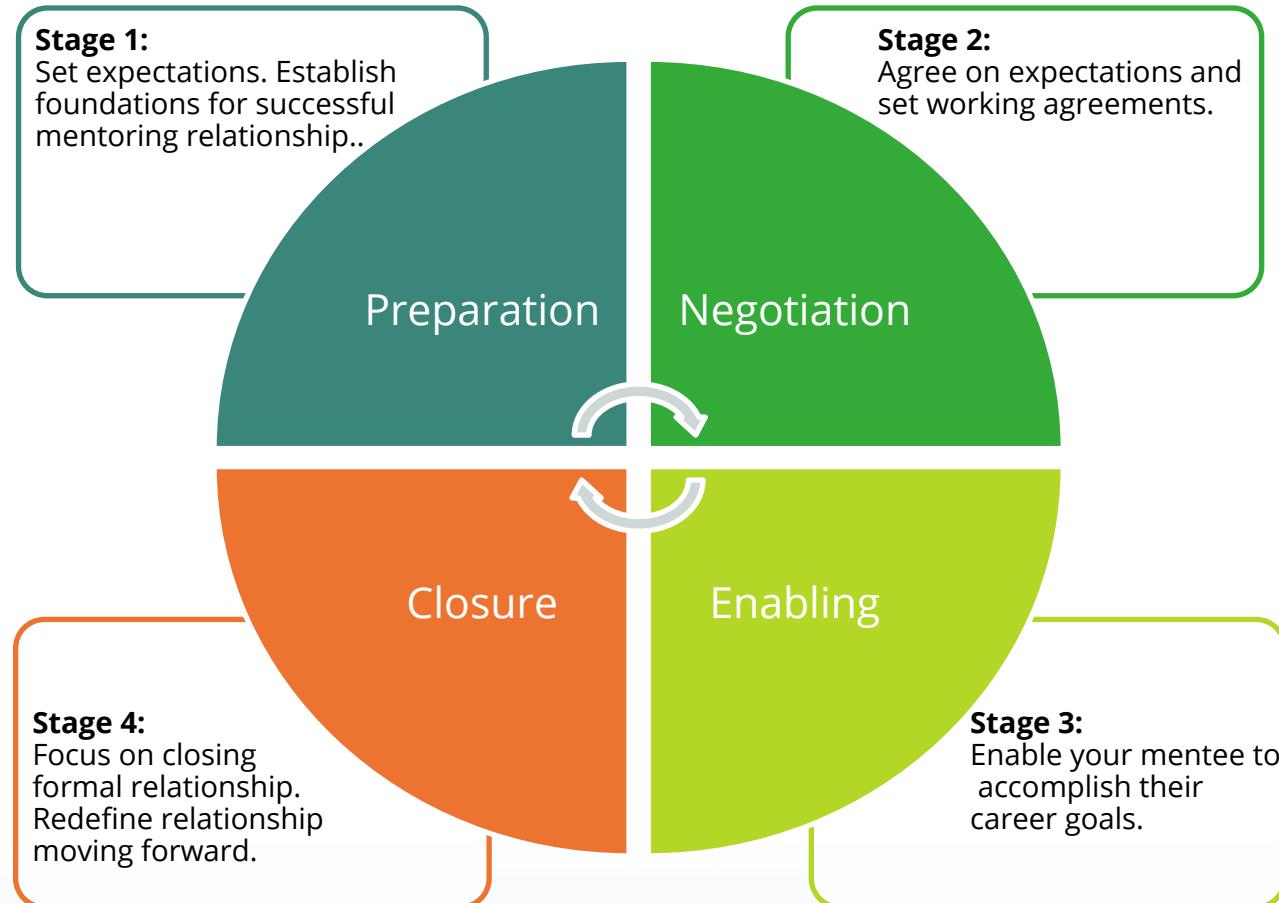
# Questions New Trailblazers Have



- I'm certified but now how do I land that first job?
- What's the right company and job for me?
- Where can I get help with my resume and help preparing for interviews?
- How can I position my transferable skills?
- Where can I get guidance on the industry?
- Where can I get help in the community?
- How can I get some project experience?
- Where can I go to network?



# Trailblazer Mentorship Lifecycle



# Trail Map: Mentee Career Activities

4 week program

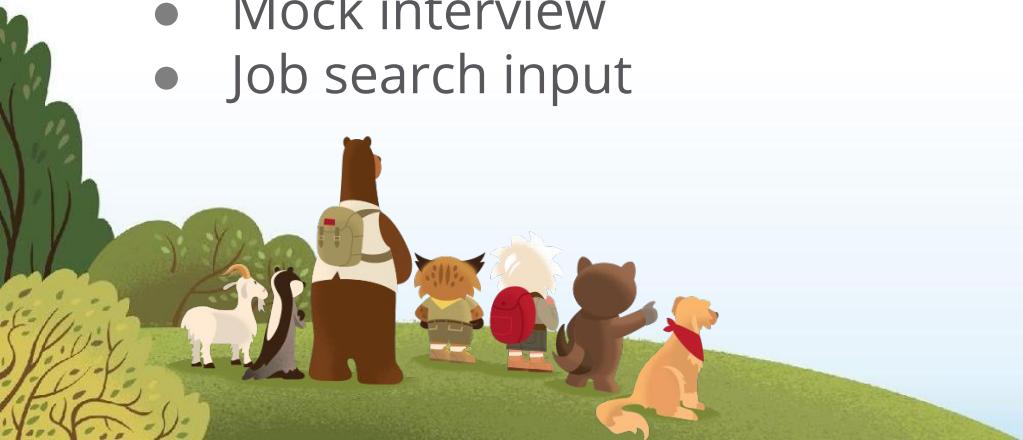


## Mentee Career Activities:

1. Create career plan
2. Resume Review
3. Mock Interview
4. Refine Strategy

## Mentor Feedback:

- Resume review
- Mock interview
- Job search input



# Mentor Milestones

The table below displays the recommended goals for each mentoring session.

Mentorship takes different forms, and you can adjust these goals to address the needs of a specific mentee.



Week	Goals	Actions
1	Career Plan	Get to know each your mentee, build trust, and establish goals and agreements. Develop a job search plan.
2	Resume Review	Focus on mentee's goals, help with problem solving and offer feedback.
3	Mock Interview	Focus on mentee's goals, help with problem solving and offer feedback.
4	Final Check-in	Refine career strategy with mentee, close out mentorship and complete program surveys that will be emailed after your final session.



# Who is Responsible for What ?

*Your role as a mentor may vary depending on your relationship with your mentee. Understanding your role as a mentor is a critical starting point for a successful relationship.*



# Mentor Roles & Responsibilities



Role Model	Development Partner	Teacher
Demonstrate high performance and initiative in current role	Challenge and empower mentee to handle problems independently	Shift and clarify contexts to help mentees see themselves in a broader light
Respond to challenges with composure and solutions	Help identify skill or competency gaps	Hold mentees accountable
Be comfortable with ambiguity	Facilitate development and business goal setting	Act a sounding board to help mentees explore potential courses of action.
Use big picture thinking	Help mentees explore potential career opportunities	Help mentees problem solve
Show empathy and understanding		Provide guidance based on observations during interactions with mentees
Conduct yourself professionally		



# First Meeting



Make yourselves  
comfortable



Tell your mentor something  
about yourself



Explain why you got  
involved with Trailblazer  
Mentorship

# Initial Meeting Checklist



## Working Agreements

- Agree on your mutual commitments to the relationship (e.g.duration, that the mentee will schedule meetings).
- Create ground rules.
- Agree to keep all conversations and information confidential.
- Agree on specific actions your mentee will take to achieve their development goals.
- Agree to communicate openly, honestly, and non-defensively.

## Discussion Topics

- Discuss both your goals and expectation of the mentoring relationship.
- Discuss and agree on the outcomes you want to achieve based on your mentee's development plan.
- Discuss your mentee's short, medium, and long-term goals.
- Discuss ideas, resources, and the support necessary to help your mentee achieve their goals.
- Discuss how you might handle concerns over the mentorship progress.
- Discuss when you will meet again, and how often.



# Trailblazer Mentorship Agreement Template

*Completed by both mentor and mentee during first meeting.*



Date of first meeting:	Mentee (To be Completed by Mentee)	Mentor
Area of focus for the mentorship:	<i>Areas for mentoring support (list below)</i> 1. 2. 3.	<i>What might progress look like?</i>
How will success be measured by both the mentor and mentee? What will success look like?		
How can we ensure success in this mentoring relationship?		
What would indicate that the mentoring relationship is not working?		
What will be the format of our meetings? When, where, and how often will we meet? What communication method will we use?		



# Mentor Discussion Tracker Template



[sfdc.co/mentorworksheet](http://sfdc.co/mentorworksheet)

# Close the Trailblazer Mentorship Relationship



This final step of the mentorship process brings the relationship to a close. To help you and your mentee measure growth, development, and goals achieved, revisit:

- Your original expectations (if and how they were met)
- Overall process and relationship successes
- If and how you would like to continue the relationship



# Tips To Close Your Mentoring Relationship



- ❑ Fix a date for your final meeting. Remind each other ahead of the day so that you can prepare for it.
- ❑ Find other ways to support your mentee. For instance, look at ways you can continue to support your mentee's learning.
- ❑ Celebrate your successes. Have a look at the goals you set when you first met. Consider what you have both achieved during the process and what you can take to your next mentoring relationship.
- ❑ Say goodbye. End the session on a positive note. You could talk about what you most enjoyed, what you'll remember most, or the most important things you've each earned.



# Career Resources



- [Trailhead Career Development](#)
- [Trailhead Resume Writing Strategies](#)
- [Trailhead Give and Receive Feedback](#)
- [Career Tips for Trailblazers](#)
- [7 Secrets to a Successful Job Interview](#)
- [Mentee Playbook](#)



# What if mentees are looking for project work?



Check out Trailhead Project:

## Build an App to Track Your Trailblazer Journey

*Pick a real-world problem and build an app to solve for it!*

[Discover Jobs in the Salesforce Ecosystem](#)

~15 mins

[Create the Object Model](#)

~10 mins

[Create Custom Fields](#)

~10 mins

[Create the My Trailblazer Journey App](#)

~10 mins

[Create a Report, a Report Chart, and a Dashboard](#)

~10 mins

[Use Your App on the Go](#)

~10 mins



# Join the Trailblazer Community

## Invite your mentee to the community



### LEARN

Get help, answers, and inspiration from your peers and Community Leaders.



### CONNECT

Build an incredible professional network by joining Community Groups and engaging online.



### HAVE FUN

Enjoy a warm, welcoming culture and make friends from around the world.



### GIVE BACK

Inspire and mentor the next generation of Trailblazers while building your skills and reputation.



# thank you

