

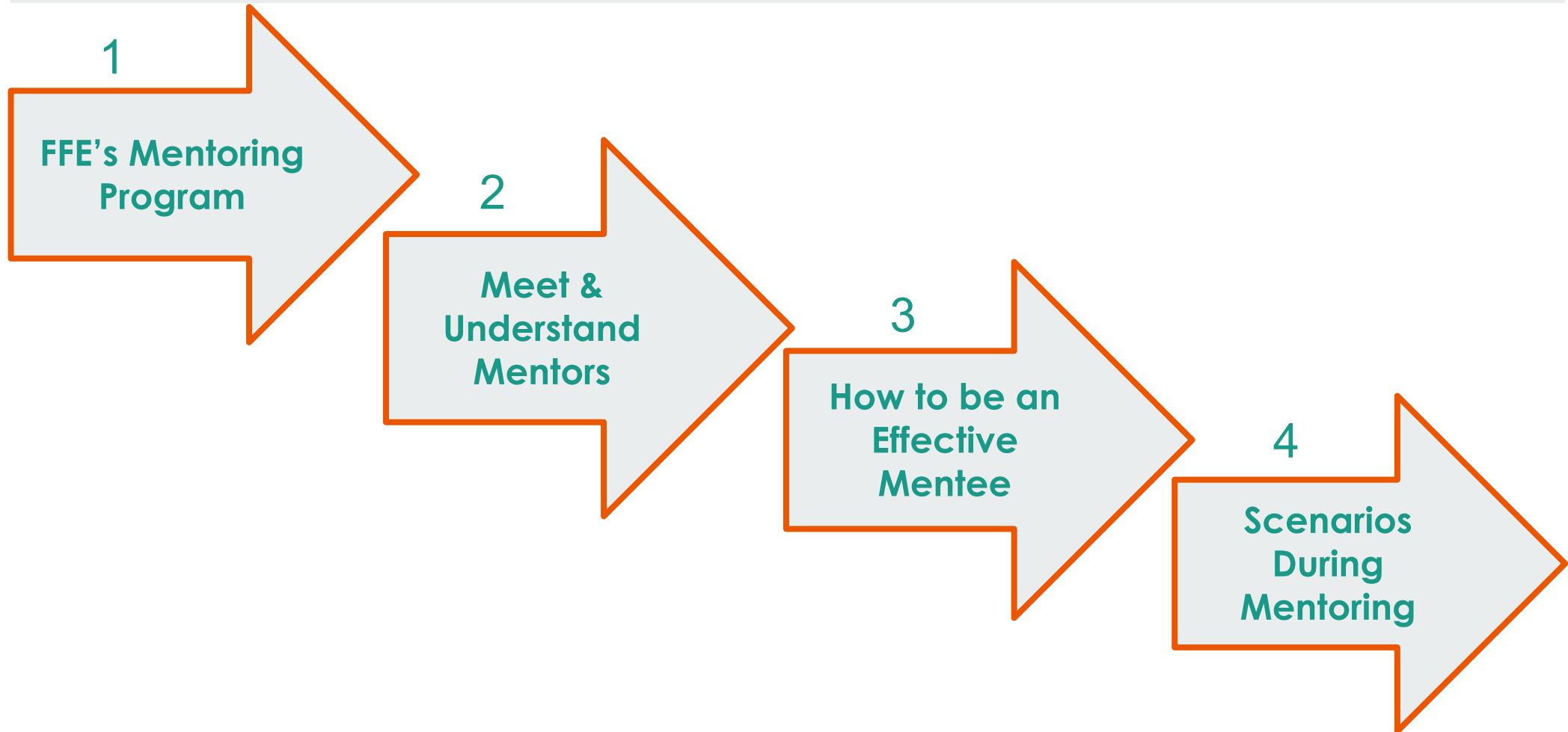


Foundation for Excellence

Mentoring Program 2017-18 : Mentee Orientation Guide



Mentee Orientation: A 4-step Guide





FFE's Mentoring Program

Objectives

1. Connect young and bright scholars to committed mentors from the industry
2. Improve employability by honing communication/ interview skills.
3. Focus on soft skills needed for job readiness.
4. Help mentees find internships/ jobs.





FFE's Mentoring Program

Mentoring Platform Details

- Access to Mentoring Platform using your login credentials created at the time of registration.
- You will have access to :
 - Shared Calendar with Mentor to facilitate scheduling of meetings
 - Mentor Details
 - Curriculum and Assignment Notifications
 - Ability to upload relevant video/ links for your assignments
 - Feedback form
 - FFE Mentoring Team



FFE's Mentoring Program

Mentoring Platform - Registration, Login

Mentee Registration Page

The screenshot shows the 'Mentee Registration Form' on the website ffe1.mahiti.org/mentee-reg/. The form includes the following fields and options:

- FFEID: *
- Username: * (with a hint: 'This can be your personal email address.')
- Full Name: *
- Email: *
- Contact Number: *
- Gender: * (radio buttons for Female and Male)
- Are you interested in FFE mentoring program? * (radio buttons for Yes and No)
- A checkbox for 'I agree to the Terms & Conditions of FFE mentoring program *'

At the bottom, there is a copyright notice: '© 2017 Foundation For Excellence. All Rights Reserved.' and an 'Activate Windows' watermark.

Login Page on Platform

The screenshot shows the 'User Login' page on the website ffe1.mahiti.org/login/. It features a central login box with the following elements:

- Fields for 'username' and 'password'.
- A blue 'LOGIN' button.
- A link for 'Forgot Password? click here'.

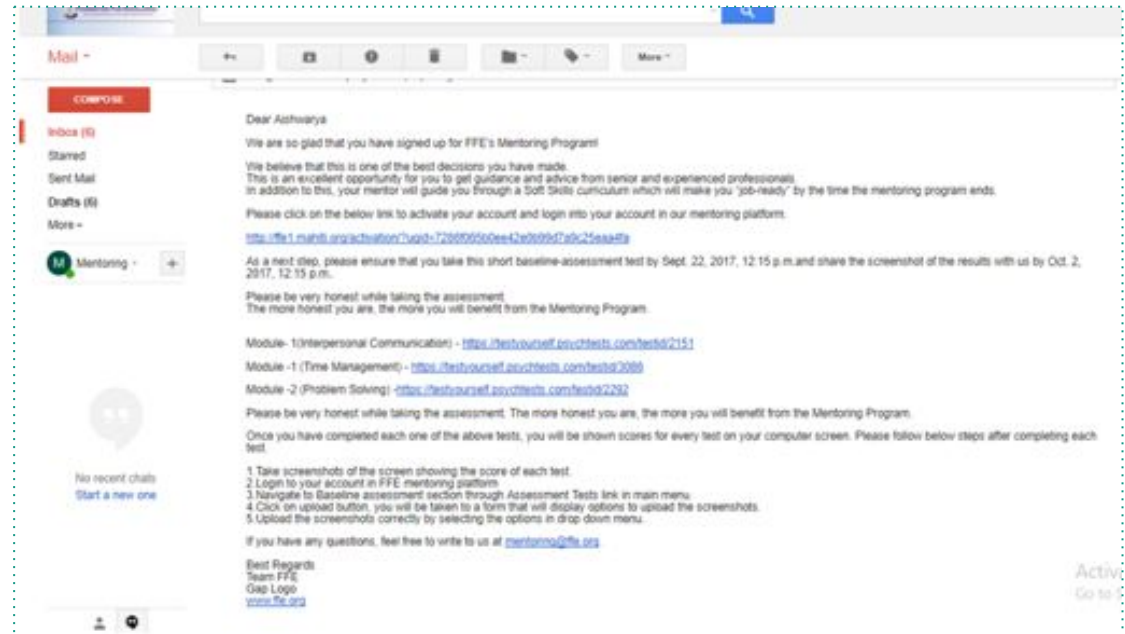
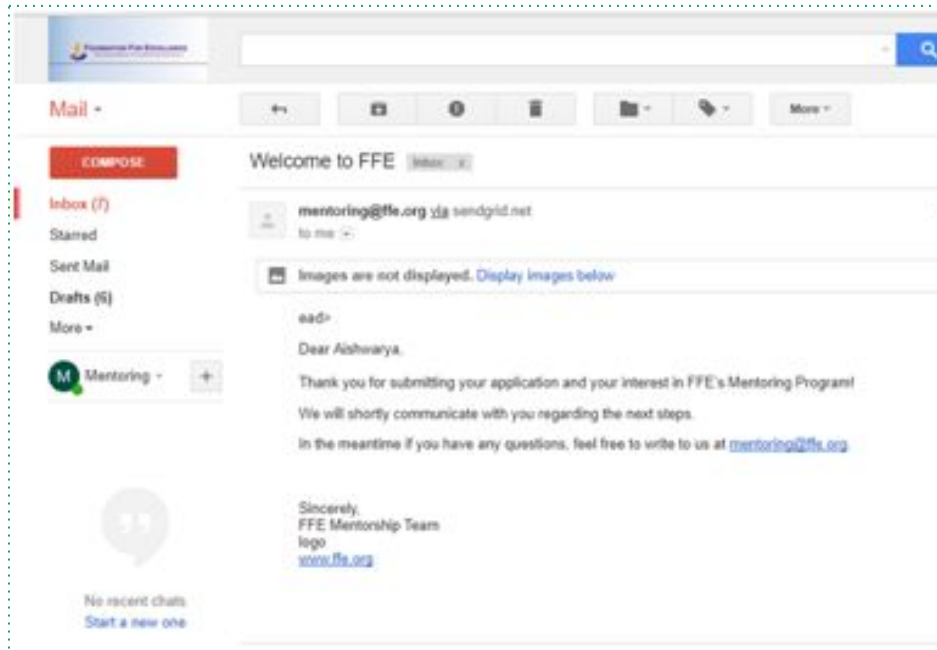
The page also includes the FFE logo and navigation links for 'MENTEE REGISTRATION', 'MENTOR REGISTRATION', and 'LOGIN'. An 'Activate Windows' watermark is visible at the bottom right.



FFE's Mentoring Program

Mentoring Platform - Activation

Account Activation Mail






FFE's Mentoring Program

Mentoring Platform - Password Reset, Mentee Dashboard

Password Resetting



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MENTEE REGISTRATION

MENTEE DASHBOARD

Password Reset Here

SUBMIT

Mentee Dashboard




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TRACK PROGRESS

ASSESSMENTS

WELCOME SUDHIR.MENTEE-3

Helping her become financially stronger today, So she can be the strength of the society tomorrow.
5000+ Girls Scholars



Welcome to FFE's Mentoring Program.

We hope you will make the most of this opportunity. Wishing you all the best on your mentoring.

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FFE's Mentoring Program

Mentoring Platform -Assessments

Step-1 : Self assessment test

Dear Sudhir,

Thank you for submitting your application and your interest in FFE's Mentoring Program!

We believe that this is one of the best decisions you have made. This is an excellent opportunity for you to interact with and get advice from senior and experienced professionals. Your mentor will guide you through a Soft Skills Curriculum which will help you become "job-ready".

There are three tasks you need to do:

1. Create a login id/password to access FFE's Mentoring Platform: Please click on the following link <http://ffe1.mahiti.org/activation/?uid=f84861aa8a57423a9459079adaf86c90> and follow instructions. Please retain this information carefully and do not share it with anyone!
2. Before we match you to a mentor, we require you to take the following tests:
 - a. Self Assessment Test. The test is available here <http://ffe1.mahiti.org/mentee-assessment/303/>
 - b. Baseline Assessment Test (Phase 1). The test is available here <https://testyourself.psychtests.com/testid/3086>. Upload a screenshot of the results with us while you are logged onto the platform.

*Please be **very honest** while taking the assessment. The more honest you are, the more you will benefit from the Mentoring Program.*

3. In order to ensure that you and your mentor have a smooth mentoring journey together, we have created a short presentation - Mentee Orientation Guide on the mentoring dashboard. The guide is available here <http://ffe1.mahiti.org/mentee-orientation/>.

This guide covers four major areas:

- a. FFE's Mentoring Program Details
 - i. Objective
 - ii. Platform screenshots to assist you in navigation
- b. About our Mentors
- c. Tips on making the most of this opportunity as a Mentee
- d. Scenarios you may come across during Mentoring

In the meantime if you have any questions, feel free to write to us at mentoring@ffe.org.

Step-2 : Complete the test



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TRACK PROGRESS ASSESSMENTS WELCOME MAHITI

MENTEE SELF ASSESSMENT FORM

Back

SELF ASSESSMENT

This survey allows you to self-assess a range of skills and to identify those that you may need to develop for job readiness. It focuses on skills such as: communication, time management, stress management, etiquette, interpersonal skills, problem solving and decision making and career development.

Note: *

Please rate yourself for each statement on a scale of 1 to 5. (1) poor, (2) fair, (3) good, (4) very good and (5) excellent.

Communication Skills

I can communicate effectively on a one-to-one basis: *

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

I can follow and learn from what others say: *

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

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Step
1



FFE's Mentoring Program

Mentoring Platform - Assessments

Step-1 : Baseline assessment test

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There are three tasks you need to do:

1. Create a login id/password to access FFE's Mentoring Platform. Please click on the following link <http://ffe1.mahiti.org/activation/?uid=f84861aa8a57423a9459079adaf86c90> and follow instructions. Please retain this information carefully and do not share it with anyone!
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In the meantime if you have any questions, feel free to write to us at mentoring@ffe.org.

Step-2 : Complete the test

psychtests Test Yourself

ARCH PROFILE FREE EBOOK DOWNLOAD Spotting Diamonds in the Rough Mining for top performers with psychological assessments

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email (or username)

password

SIGN IN

VIEW PURCHASED REPORT

Please enter your transaction number and click submit.

SUBMIT

PsychTests

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SCIENTIFICALLY VALIDATED

Time Management Skills Test

Are you constantly at war with deadlines? Do you procrastinate? Maybe you underestimate the amount of time a task will take to complete? Perhaps the way you manage your time is the problem. Learning this skill can save you a lifetime of headaches by allowing you to prioritize and plan tasks efficiently. Find out how well you organize your day by taking this test.

Examine the following statements and indicate how often or to what degree you agree with the statement. In order to receive the most accurate results, please answer each question as honestly as possible.

After finishing the test, you will receive a Snapshot Report with an introduction, a graph and a personalized interpretation for one of your test scores. You will then have the option to purchase the full results.

☐ I agree to use this test for personal purposes only. [more...](#)

TAKE TEST

Communication Skills Test

15 mins, 10 min.

Share

PROGRESS STATUS:

	Most of the time	Often	Sometimes	Rarely	Almost never
	1	2	3	4	5
1. I can detect the mood of others by looking at them as we converse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I find it easy to see things from someone else's point of view.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. When I talk to someone, I put myself in his or her shoes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I can tell when someone doesn't understand what I'm saying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. When talking to people, I pay attention to their body language (ex. facial expression, hand movement, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I manage to express my ideas clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I feel free to politely voice my disagreement with someone in a position of authority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

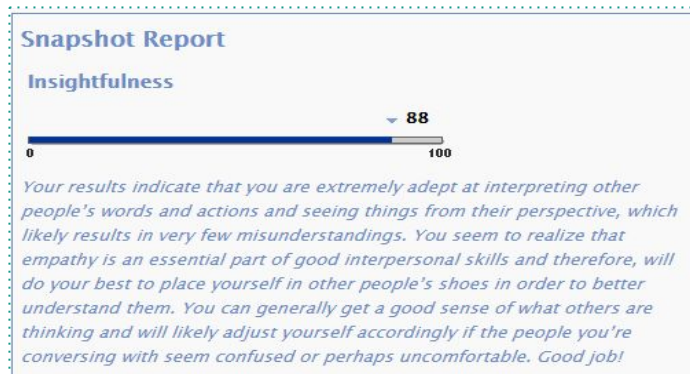
Step
1



FFE's Mentoring Program

Mentoring Platform -Assessments

Step-3 : Take screenshots of the results



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TRACK PROGRESS ASSESSMENTS WELCOME SUDHIR.MENTEE-3

BASELINE PHASE1 TEST Back

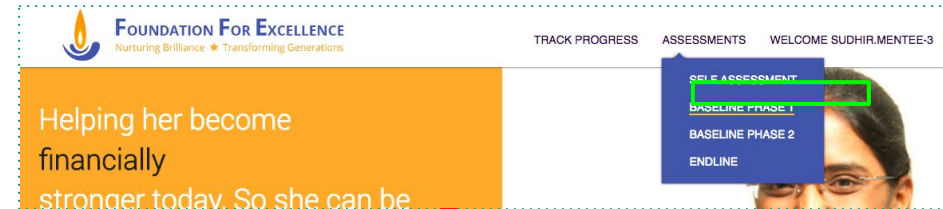
Test *

Upload File * No file chosen

Score *

Submit Cancel

Step-4 : Upload screenshots (Phase-1)



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TRACK PROGRESS ASSESSMENTS WELCOME SUDHIR.MENTEE-3

BASELINE ASSESSMENT TEST: PHASE-1 Back

Baseline assessment test is available here <https://testyourself.psychtests.com/testid/3086>.

Upload

Test	Score	Screenshot
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Note: Repeat the same steps for Baseline Assessment Test Phase-2 after completion of Phase-1 curriculum

Step
1



FFE's Mentoring Program

Mentoring Platform - Curriculum

Step-1 : View Curriculum

The screenshot shows the FFE Mentoring Platform dashboard. The header includes the FFE logo, the text 'FOUNDATION FOR EXCELLENCE Nurturing Brilliance ★ Transforming Generations', and navigation links for 'TRACK PROGRESS', 'ASSESSMENTS', and 'WELCOME SUDHIR.MENTEE-3'. A large orange banner on the left contains the text 'Helping her become financially stronger today, So she can be...'. On the right, there is a profile picture of a woman. A blue menu is open, with 'CURRICULUM' highlighted in green. Other menu items include 'MY SCHEDULE', 'FEEDBACK', and 'MY ASSIGNMENTS'.

Step - 2 : Download curriculum after the session

The screenshot shows the FFE Mentoring Platform curriculum page. The header includes the FFE logo, the text 'FOUNDATION FOR EXCELLENCE Nurturing Brilliance ★ Transforming Generations', and navigation links for 'TRACK PROGRESS', 'ASSESSMENTS', and 'WELCOME SUDHIR.MENTEE-3'. The main heading is 'CURRICULUM' with a 'Back' button. Below the heading is a table with two columns: 'Session' and 'Module'. The first row shows 'Communication Skills 1' in the 'Session' column and a 'Download' button in the 'Module' column. A red arrow points from the 'Download' button to a preview of the curriculum content.

Session	Module
Communication Skills 1	Download

COMMUNICATION SKILLS

PART 1
Session Duration: 1h-1.5 h

Introduction of Topic
Types of Communication - Verbal Communication

Step
1



FFE's Mentoring Program

Mentoring Platform - Schedule, Pre-readings & Assignments

Step-1 : Navigate to schedule section

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TRACK PROGRESS ASSESSMENTS WELCOME SUDHIR.MENTEE-3

CURRICULUM
MY SCHEDULE
FEEDBACK
MY ASSIGNMENTS

Helping her become financially stronger today, So she can be...

Step-2 : Access related info links

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TRACK PROGRESS ASSESSMENTS WELCOME SUDHIR.MENTEE-3

SCHEDULE Back

Session	Schedule	Pre-Reading	Status	Assignments	Video Conference Link
Communication Skills 1	Oct. 6, 2017, 11 a.m. to Oct. 6, 2017, 5 p.m.	NA	Completed	1. Mentee to share test scores and score interpretation of test: https://www.mindtools.com/pages/article/newCS_99.htm 2. Mentee to upload video of elevator talk.	Coming soon

Step
1



FFE's Mentoring Program

Mentoring Platform - Feedback

Step-1 : Navigate to feedback

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TRACK PROGRESS ASSESSMENTS WELCOME SUDHIR.MENTEE-3

Helping her become financially stronger today, So she can be

CURRICULUM
MY SCHEDULE
FEEDBACK
MY ASSIGNMENTS

WELCOME SUDHIR.MENTEE-3

Step-2 : Submit feedback

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TRACK PROGRESS ASSESSMENTS WELCOME SUDHIR.MENTEE-3

FEEDBACK Back

SESSION	MENTEE FEEDBACK
Communication Skills 1	Submit

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TRACK PROGRESS ASSESSMENTS WELCOME SUDHIR.MENTEE-3

MENTEE SESSION FEEDBACK FORM Back

Note: *
1:Strongly Disagree, 5:Strongly Agree

Please tell us about your session with your mentor. You may also share any issues about content/ platform in the last question.

My mentor was accessible and available for the session.: * 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

The content of this session is useful to me and I will use my learnings in the future.: * 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

Step
1



Understand your Mentors

Their Background

**AT LEAST 5 YEARS OF
WORK EXPERIENCE**

**COMMITTED TO THEIR
WORK**

**THEY SPEAK YOUR NATIVE
LANGUAGE**

**WANT TO MAKE A
POSITIVE DIFFERENCE IN
YOUR LIFE**

This Means They

HAVE BUSY SCHEDULES

**EXPECT YOU TO BE
RESPONSIBLE**

**ARE HELPFUL AND
ENCOURAGING**

How They Can Help You

**IMPROVE YOUR SOFT
SKILLS**

**PROVIDE ADVICE &
CAREER GUIDANCE**

**BE A SOUNDING BOARD
FOR YOUR IDEAS**

**INTERNSHIPS & CAREER
GROWTH**



How to be an Effective Mentee

5 Essential Qualities

INITIATE	Take the initiative to ask your mentor a question, Maintaining confidentiality Ask about your mentor's experiences
COMMUNICATE CLEARLY	Initiate contact with your mentor if you would like to discuss something Identify your needs and communicate them as clearly as possible Spend time with your mentor wisely
GOOD LISTENER	Maintain eye contact Ask thoughtful questions Give mentors your full attention
BE OPEN-MINDED AND WILLING TO LEARN	Be willing to learn new things and to obtain another perspective Be responsive to suggestions and constructive criticism
TIME COMMITMENT	Your mentor probably has a very demanding job. He or she has volunteered to take on the added responsibility of mentoring. Please be appreciative of your mentor's time; respond in a timely manner to your mentor's questions and comments.



Scenarios During Mentoring

ROLE PLAY 1

Role Play – 1

Objective – To provide mentee ways to deal with a difficult mentor.

- *Mentor was regular with mentoring sessions in the beginning. Lately, he has not been regular with his sessions and has rescheduled meetings a couple of times.*
- **As a mentee, what would be your action plan?**
- **Some Suggestions:**
 - Be persistent in calling/ emailing your Mentor
 - Allow Mentor a few days to respond and then try again.
 - If you do not hear back from the mentor for over 2 weeks - send us an email at mentoring@ffe.org and we will follow up with the mentor.



THANK YOU!

Please contact FFE's mentoring team for any questions:

mentoring@ffe.org