

## Myturn One-on-One Industry Mentorship Program Guide for Mentees

**Program Overview:** Welcome to the Myturn One-on-One Industry Mentorship Program, starting on June 1, 2024. This program is meticulously designed to bridge the gap between industry leaders and emerging professionals, offering a platform for direct and personalized guidance. As a mentor, you play a pivotal role in shaping the future of the next generation within your industry.

### Mentee ship Commitment:

- **Duration:** Your commitment involves four exclusive mentoring sessions. We understand your schedule may vary, so feel free to plan each session according to what works best for you and your mentee.
- **Format:** Sessions are designed to be one-on-one and virtual, offering flexibility and convenience for both mentor and mentee.
- **Timeline:** We aim to complete all sessions within twelve weeks from the start date, offering ample time to nurture the mentor-mentee relationship while accommodating your busy schedules.
- **Language:** The language your mentee is more comfortable with and understands.

### Objectives

- Receive personalized mentorship to navigate the next steps after the G.C.E Advanced Level examination.
- Gain support in academic and career planning to ensure a successful future.
- Enhance your current situation through targeted guidance and support.

### Mentee Responsibilities

#### 1. Initial Contact and Introduction

- The first mentoring session will be scheduled by the organizers, coordinating with both you and your mentor.
- During this session, introduce yourself and share your goals and expectations.
- Establish a comfortable and open communication channel with your mentor.

#### 2. Active Participation in Sessions

- Engage actively in the mentoring sessions.
- Prepare for each session by reflecting on your goals, challenges, and any questions you have.
- Participate openly and honestly in discussions.

#### 3. Follow Through on Agreed Actions

- Commit to completing any tasks or actions agreed upon during the sessions. (E.g.: If your mentor asks you to prepare a list of targets that you need to achieve in the next 3 years, you need to prepare the list and submit it to the mentor as agreed.)
- Take ownership of your progress and proactively seek guidance when needed.

#### 4. Open Communication

- Communicate openly and honestly with your mentor about your needs, challenges, and feedback.
- Don't hesitate to ask for clarification if you do not understand something.

#### 5. Setting and Reviewing Goals

- Work with your mentor to set clear, achievable goals for each session.
- Regularly review your progress towards these goals and adjust them as necessary.

#### 6. Utilize Provided Resources

- Make use of the resources and advice provided by your mentor.
- Explore suggested academic resources, career information, and personal development tools.

### **Best Practices**

#### 1. **Active Listening**

- Listen attentively to your mentor's advice and feedback.
- Reflect on their guidance and consider how it applies to your situation.

#### 2. **Empathy and Respect**

- Show empathy and respect towards your mentor.
- Appreciate the time and effort your mentor is dedicating to help you.

#### 3. **Confidentiality**

- Maintain confidentiality regarding the discussions and advice shared during your sessions.

#### 4. **Cultural Sensitivity**

- Be mindful of and respect cultural differences and preferences.

### **What to Avoid During Sessions**

#### 1. Lack of Preparation

- Avoid coming to sessions unprepared. Reflect on your goals and challenges before each session.

#### 2. Passive Participation

- Avoid being passive or not engaging actively in the mentoring sessions. Your active participation is crucial.

#### 3. Ignoring Feedback

- Avoid ignoring or dismissing your mentor's feedback and advice. Constructive feedback is essential for your growth.

#### 4. Unclear Goals

- Avoid having unclear goals or expectations from the mentoring program. Clear goals help your mentor provide focused guidance.

#### 5. Lack of Communication

- Avoid failing to communicate openly and honestly with your mentor. Open communication is vital for effective mentoring.

#### 6. Not Following Through

- Avoid not following through on agreed-upon actions or tasks. Consistent follow-through demonstrates your commitment.

#### 7. Unrealistic Expectations

- Avoid having unrealistic expectations of your mentor or the mentoring process. Maintain a constructive and achievable focus.

#### 8. Dependence on Mentor

- Avoid becoming overly dependent on your mentor for solutions. Develop your own problem-solving skills and independence.

#### 9. Disregarding Boundaries

- Avoid disregarding the professional boundaries set in the mentoring relationship. Respecting boundaries ensures a professional and respectful relationship.

#### 10. Resisting Change

- Avoid resisting change or being unwilling to try new approaches suggested by your mentor. Openness to change is necessary for growth.

#### 11. Negative Attitude

- Avoid having a negative attitude or being overly critical of the mentoring process. A positive attitude helps create a conducive environment for learning.

#### 12. Not Seeking Clarification

- Avoid not seeking clarification when advice or feedback is unclear. Asking for clarification ensures you understand the guidance.

#### 13. Inconsistent Attendance

- Avoid missing sessions or being inconsistent in attending scheduled meetings. Regular attendance is crucial for building a strong mentoring relationship and achieving progress.

#### 14. Failing to Provide Feedback

- Avoid failing to provide feedback to your mentor about what is or isn't working. Providing feedback helps your mentor adjust their approach to better suit your needs.

By following these guidelines, you can ensure that you get the most out of the mentoring relationship, enhance your current situation, and effectively achieve your short-term goals. The primary aim is to improve your present circumstances and ensure your success and happiness.

#### **Program Breakdown**

1	Enrolment to the program. Accept the mentee guideline, Share your CV with Myturn Team
2	Mentorship Sessions 1,2,3, and 4
3	Submit the Mentee Feedback form
4	Follow up action plan by the Myturn team

#### **Next Steps:**

Please confirm your participation by replying to this email with your CV by EOD 06/06/2024 IST.

We are committed to providing you with a supportive and enriching experience. This is your journey, and we are here to guide you every step of the way.

Thank you for choosing to be a part of the MyTurn One-on-One Mentoring Program. We are excited to see you grow and succeed!

#### **[Program Coordinator Contact Information]**

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