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## RE: Amazon x Brinc Bi-Weekly

Abou El-Gheit, Nadine <elghen@amazon.com>  
To: Levi Lewandowski <levi.lewandowski@brinc.io>

Mon, Dec 8, 2025 at 5:24 PM

Hey Levi,

Apologies for the delay!

Please see below comments on the platform, the guide and the email.

### A. Platform features:

1. Unavailable slots now, option to “Star your favorites for later”.
2. Once they’ve started the mentorship journey, they are able to keep track of all interactions. Can they add notes/tasks to each interaction so that they are able to keep track (both mentors and mentees)?

Some of the reasons to track include that the connection plan provides:

- A structured environment to establish and maintain mentoring connections
- Access to training resources & support
- A central location for your mentoring connections
- A Log for your mentoring hours
- Data that helps us track the impact of the mentoring initiative...and provide you more opportunities to grow your skills

How to use this space:

Work with your mentor on accomplishing your task. As you do so:

- Go through each task before the due dates assigned. Tasks are designed to be bite-sized and quick, but they add up to real results. These tasks create a basic framework for the relationship.
- Check off each task as you complete them.
- Expand the task view to add comments and view resources. Open the description to see links to vital resources or worksheets. Here, you can communicate status updates, upload relevant documents, and collaborate with your connection.

3. Mentors: when building your profile, need inspiration for your skills? Consult your job family.

4. Mentee: what do you need help with

5. For mentors:

## Saying No to a Connection

Don't discount your ability to support as a mentor based on your level, years of experience, or business title. You are being approached for your self-identified expertise shown in your profile. There is value in having an introductory meeting to determine fit prior to making a decision. If you determine you are not the right fit, here are some tips on saying "no".

- **Take guilt out of the equation** – don't agree to a request you would rather decline out of obligation
- **Review areas of learning** - the mentees identified their goals and objectives. Do you have the right skills or expertise required to support them?
- **Say No** – don't be afraid to use it
- **Be Brief** – state your justification but no need to elaborate
- **Be respectful** – compliment the other person for their effort while saying you can't commit

**Decline Request**

**Reason \***

Not a right match for this mentee  
 Reached my limit and cannot take more mentees  
 Busy at this time and cannot take mentees for sometime  
 Others

**Message ..**

Please add a note describing why you are unable to accept this request

The message you enter above will be emailed to the user.

**Cancel** **Decline**

## 6. For both mentors and mentees at the end of the session

Add "schedule additional sessions" to incomplete ongoing connection

**Close Ongoing Connection**

Please provide a reason for closing the Ongoing Connection.

**Reason \***

Accomplished goals of mentoring connection

**Completed Ongoing Connections**

Accomplished goals of mentoring connection

**Incomplete Ongoing Connections**

Lack of communication or availability between participants  
 Needs changed and no longer seeking this particular mentoring connection  
 Other

Note: The details provided above will be included in the email notification to members of the ongoing connection

**Close Ongoing Connection**

## 7. Option for mentors to deactivate their profiles or pause their availability

### B. The mentor guide:

#### 1. Add section at the beginning

##### What is a Mentor?

A mentor is a guide and a resource, who helps pave the way for others to succeed. Your role, as mentor, is not about having all of the right answers. Your role is to inspire, encourage, and support employees, contributing to their career development and growth through thoughtful conversations and consultation. A mentor will not typically influence the opportunities their mentee gets, but rather provides guidance on how to grow in an area of focus for the specific mentoring relationship.

At the end of the day, all you need to do is show up and share your wisdom.

#### 2. Add section after “tips”

##### Suggested flow for the first meeting - Here's what to expect in the mentee-driven meeting:

- The Mentee will spend 5-10 minutes talking about their background and why they might be seeking a Mentor.
- They will ask you about the mentor about their background and experience.
- The mentor will listen and gather information about what the mentee is looking for in their mentor. This could be about their role, responsibilities, projects and foreseeable challenges.
- The two will discuss the time that each are able to commit to this Mentoring relationship.
- The two will both determine if the two are a good Mentoring match.

#### 3. Suggest flow for the last meeting:

When mentoring partnerships end, some do so with goals accomplished. Some do not, for a number of reasons. Even unproductive mentoring relationships can benefit from good closure. A successful exit strategy includes five steps:

1. **Processing conclusions**—Process the learning that took place while working towards goals.
2. **Integrating what was learned**—Discuss how to apply and take learning to the next level.
3. **Celebrating success**— Celebrate achievement and new beginnings.
4. **Redefining the relationship**—Talk about whether the relationship is to continue, and what it will look like
5. **Moving on**—Both partners let go and identify ways of keeping in touch, if appropriate and mutually desired.

#### 4. On tip #3, Equip them with tools not answers: Ask the mentors to also think of internal tools and frameworks that we use frequently such as the LPs, working backwards, mind maps, white papers, 2x2s, PRFAQs, XBRs, BRDs, OP1/OP2 docs, narratives, COEs, etc.

### C. Announcement email: please include reference to NGOs as well (not just university students) and let's go broader with individuals (they could be entrepreneurs and not just uni students). And I'm not quite following here:

*“Your story becomes their starting point.  
Your clarity becomes their confidence.  
Your leadership becomes their advantage.”*

*If you're ready to make a direct, honest impact, I ask you to join”*

### D. Suggestions for including in the mentee guidebook:

## Top 6 Tips for Mentees

1. **Know why you're looking for a mentor.** Have a clear understanding of what skills you want to build or what goals you want to achieve with your mentor. This will allow the two of you to have a productive relationship right from the start. It will also ensure that you pair with a mentor who is equipped to help you move forward.
2. **Be transparent.** Discuss with your mentor the purpose of the mentoring relationship and agree on the time commitment you both are willing/able to put towards it. If at some point during the relationship the purpose isn't being met or one of you isn't able to commit the appropriate amount of time, address it directly with your mentor to determine the best next steps.
3. **Be prepared for meetings with your mentor.** Come to each meeting with your mentor with 1 to 3 topics related to the skill or goal the two of you are working towards. This will help keep your meeting on track.
4. **Be open to your mentor's advice and perspective.** Be open to the advice and perspective your mentor shares with you. It's the whole reason you're meeting with them! Know that they are invested in your growth and development and have your best interests in mind.
5. **Take ownership.** Always remember that your mentor is a volunteer. Use their time wisely and make sure they know how the relationship is helping you move forward in your career.

### Setting goals:

- **What are your goals for this mentoring relationship?** (e.g., competency development, career advancement, leadership skills development, gain knowledge in a particular topic area, etc.)
- **How will you know if you reached these goals?** (e.g., improved performance, promoted, attained a new credential, etc.)
- **What challenges can you anticipate?** (e.g., availability of advancement opportunities, need to further your formal education, length of time needed to develop a new skill or competency)

### E. Pending from my side:

- Industries
- Skills
- Legal disclaimer I've been asked to include

Will get those over to you by tomorrow EOD. Sorry! And thank you for your patience.

[Quoted text hidden]