

SHE



YOUNG PROFESSIONALS MENTOR TRAINING

EMPOWERMENT THROUGH MENTORSHIP



PURPOSE

Foster a mutually beneficial relationship between mentors and mentees. Heavily focused on the mentor sharing their personal experiences and allowing the mentee to arrive at decisions and actions on their own. The mentor is a guide, and the mentee is an explorer.

The mentor aims to give:

- a safe space for the mentee to be vulnerable and open-up about the obstacles that they are facing
- opportunity for mentee to ask questions that have been lingering in their mind and may seem like something they should know, so are hesitant to ask in a group setting
- honest, kind feedback
- be a model of professional behavior

The mentor will receive:

- giving back to the community that fostered their own growth
- additional tools for working with young professional in their business, whether it's a business partner, customer or networking relationship
- satisfaction of empowering the future generations of women in business
- list your volunteerism on LinkedIn - ask your mentee for recommendation once it is appropriate to ask.
- mentor Badge on your SHE profile page and social media graphic promoting you, your business and the YP chapter that will be used in SHE social media campaigns, and you are also welcome to use.
- listed on our SHE Leads Group Mentor page list with your photo and link back to your website

The mentee will be responsible to:

- set the meeting agenda
- email a confirmation to the mentor and attach the meeting agenda
- be considerate and respectful of mentor's time by starting and ending meetings on time
- have knowledge of how the mentor would like to handle rescheduling and cancellations
- be proactive in scheduling next appointment
- have their calendar available to schedule next meeting

BE AUTHENTIC & APPROACHABLE

Create a comfortable environment where mentees feel safe asking questions and discussing challenges.

- DO's:
 - Build trust by being genuine and approachable
 - Communicate with them as a peer
 - Show your own flaws, weaknesses
 - Be open and express vulnerability
 - Ask for their feedback
 - Check in to see if they have questions about anything you said
 - Be curious about their thoughts AND feelings
- DON'T's:
 - Try to appear perfect
 - Try to “act young”
 - Use their language to seem cool/hip
 - Dumb things down for them

PROMOTE DIVERSITY & INCLUSION

Foster an inclusive environment where diverse perspectives are valued.

- DO's:
 - Recognize the difference between equity (current standing in society) and equality (equal opportunity)
 - Provide examples of how to navigate diverse teams effectively
 - Help mentees understand the value of diversity in the workplace
 - Share how your business represents multiple groups of people
 - If corrected on pronouns, try to use those pronouns
 - Ask a lot of open-ended questions to learn about their background
- DON'T's:
 - Make assumptions based on your perceptions
 - Limit diversity to race and gender
 - Make a big deal out of misgendering – a sincere apology is sufficient
 - Speak in ideals

EMBRACE TECHNOLOGY

Understand and utilize the digital tools and platforms that younger generations are familiar with. This can include communication apps, project management tools, and social media platforms (tik tok, snapchat).

- DO's:
 - Use the technology that is appropriate for you
 - Ask to connect with them on social media
 - Try to learn the value they see in social media
 - Share a YouTube or short video over a long article
 - Express the importance social media has played in your business
- DON'T's:
 - Shy away from conversations about technology, but be authentic
 - Put down Social Media platforms

PROVIDE CONSTRUCTIVE FEEDBACK

Younger generations appreciate feedback that is specific, actionable, and focused on improvement rather than criticism. They may be sensitive to condescending talk.

- DO's:
 - Start with positive, then give the critical feedback
 - Use suggestions
 - Be specific
 - Ask how you can support them – your aim is to help them grow
 - Follow up on the feedback you gave
 - Allow space for them to respond in the moment or at a following meeting
- DON'T's:
 - “Should” – “You should...” or “You shouldn't...”
 - Use general words
 - Be quick to fix how they feel, they may just need to feel heard

ADAPT TO DIFFERENT COMMUNICATION STYLES

Understand that different generations may have different communication styles. Be flexible in your communication style to accommodate the preferences of your mentees.

- DO's:
 - Ask how they like to be communicated with (text, phone, email, etc.)
 - Use texting like a notification that you sent an email
- DON'T's:
 - Leave out how you like to be communicated with

SUPPORT CAREER DEVELOPMENT

Help mentees set clear career goals and provide guidance on how to achieve them.

Offer insights into industry trends, networking opportunities and professional development resources.

- DO's:
 - Understand the nuances in the job market – that they will likely not have the same job for years on end. It benefits the worker to leave their job every 2-3 years
 - See that switching jobs frequently is the norm
- DON'T's:
 - See them as lacking commitment if they change jobs frequently

ENCOURAGE WORK-LIFE BALANCE

Recognize the importance of work-life balance and well-being.

Encourage time management skills and self-care practices to help mentees maintain healthy balance.

- DO's:
 - Think of it terms of “peace vs chaos”
 - Share your own self-care routines
- DON'Ts:
 - Expect this to look the same all the time for everyone

BE OPEN TO LEARNING FROM YOUR MENTEES

Millennials and Gen Z often have skills and knowledge in areas such as technology and social media that older generations may not be as familiar with.

- DO's:
 - Be open to learning from your mentees
 - Point out when they've taught you something
 - Validate them/actively listen
- DON'T s:
 - Minimize their experiences

ENCOURAGE CONTINUOUS LEARNING

Millennials and Gen Z value learning and growth.

Recommend books, articles, podcasts or online courses that can expand their knowledge and skills.

- DO's:
 - Encourage learning through texting links to tik toks or YouTube videos
 - Share a specific article or podcast that helped you
- DON'T s:
 - Shy away from explaining how your perspectives have changed over the years
 - Only send lengthy articles

CELEBRATE ACHIEVEMENTS

Recognize and celebrate the accomplishments of your mentee. LOTS of positive reinforcement will boost their motivation and confidence. “You get more Zs with honey than vinegar.”

- DO's:
 - Compliment their ideas, their work; Your recognition is meaningful, and they run on positive feels
- DON'T s:
 - Make a lot of comments on their physical appearance

YOU WANT TO SAY...

INSTEAD SAY...

What feedback do you have?	I'm curious to hear your feedback. What are your thoughts and feelings?
When I was your age...	Early in my career...
You're so young, you might not remember...	I'm not sure if you've seen (reference) before
Reference to a person's race or ethnicity	Person of color
Reference to a non-binary gender	"the person" or use their name
You should...	Could you...
You shouldn't...	Perhaps consider... or Perhaps another way...
Improve	Expand
Training/get trained	Explore additional skill sets or Look into
Don't be late	Explain the importance of respecting others' time and schedules