NEXT GEN
MEN & WOMEN

YOUNG PROFESSIONALS MENTORSHIP PROGRAM HANDBOOK

MENTEE EDITION

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NEXT GEN MEN & WOMEN

PROGRAM INTRODUCTION

Welcome to the 12-Week Next Generation Men & Women Young Professional Mentorship Program! Your role as a mentee is to make the most out of mentorship by staying engaged, proactive, and committed to your development through the support from your mentor that will help you grow personally or professionally. This handbook serves as a structured guide to ensure meaningful and productive mentor-mentee interactions.

PROGRAM OBJECTIVES

INSIGHT

Next Gen Alumni gain industry insights and build professional networks.

ACHIEVE

Next Gen Alumni in setting and achieving career-related goals.

GROWTH

Guidance on skill development, career transitions, and professional growth.

RESPONSIBILITIES & BEST PRACTICES

YOUR ROLE AS A MENTEE

- **Be Open and Receptive – Listen actively, ask questions, and embrace feedback with a growth mindset.**
- **Take Initiative and Set Goals – Define personal and professional objectives, actively seek guidance, and apply what you learn.**
- **Show Respect and Commitment – Value you and your mentor's time, follow through on advice, and express gratitude.**
- **Building a Strong Relationship – Engaging in meaningful conversations, being honest about challenges, and fostering mutual trust.**

BEST PRACTICES FOR MENTEES

- **Be Present & Engaged – Commit to regular meetings and open communication. Decide on your meeting cadences and preferences by week 1.**
- **Take Notes – Document your aspirations and challenges**
- **Challenge Yourself– Be motivated to set realistic goals and expectations.**
- **Maintain Professional Boundaries – Be open to receive supportive, but to take ownership of your- journey.**

WEEK BY WEEK
MENTORSHIP PROGRAM GUIDE

EACH WEEKLY OUTLINE INCLUDES:

1. Key meeting objectives
2. Suggested activities and conversation starters
3. Optional linked resources
4. Learning outcomes to enhance the mentorship experience.

WEEK 1: MENTORSHIP GUIDE

ORIENTATION & GOAL-SETTING

Objectives:

- Define career interests and personal strengths.
- Establish clear, achievable mentorship goals for the next 12 weeks (e.g., skill-building, networking, career path guidance).
- Complete virtual onboarding + initial goal-setting survey

Optional Activities (recommended):

- Write down one short-term and one long-term career goal.
- Review and discuss results of initial assessment survey

Learning Outcomes:

- Understand the structure of the mentorship program and the expectations from both sides.
- Identify and articulate their career aspirations, strengths, and areas for improvement.
- Both mentors and mentees will agree upon specific, measurable, achievable, relevant, and time-bound (SMART) goals for the duration of the program.

Mentee Resource links (if applicable):

- Mentor/Mentee Contract/Agreement

WEEK 2&3: MENTORSHIP GUIDE

INDUSTRY INSIGHTS & CAREER MAPPING

Objectives:

- A comprehensive understanding of your chosen industry, potential career pathways, and the skills required to succeed.
- Learn about industry trends, roles, and expectations.
- Discuss educational paths, certifications, or early-career strategies.

Questions to Ask Your Mentor (Optional):

- What skills do you think are most important for success in my field?
- Can you share a challenge you faced and how you overcame it?
- How do you stay motivated and accountable when working toward big goals?
- What books, courses, or resources do you recommend for my development?

Learning Outcomes:

- Gain insights into industry trends, challenges, and opportunities from your mentor's perspective.
- Identify at least 2-3 specific roles or companies you are interested in and learn what qualifications and skills are needed for those positions.

Mentee Resource links (if applicable):

- Weekly Mentor meeting agenda template

WEEK 4&5: MENTORSHIP GUIDE

PERSONAL BRANDING & PROFESSIONAL PRESENCE

Objectives:

- Learn how to build a strong personal brand (resume, cover letters, LinkedIn, online presence).
- Gain essential interview skills, effective networking tactics and making strong first impressions.
- Complete a checkpoint survey to reflect on progress and any challenges

Activities (recommended):

- Share your resume or LinkedIn profile and receive feedback.
- Practice elevator pitches and conduct mock interviews.

Questions to Ask Your Mentor (optional):

- What are some areas where I can improve?
- How can I identify and communicate what makes me unique or valuable in my field?
- How can I ensure consistency between how I see myself and how others perceive me professionally?
- How did you develop your personal brand, and what lessons did you learn along the way?
- What does “professional presence” mean to you, and how have you cultivated yours?
- How do I balance authenticity with professionalism in different settings?
- Can you give feedback on how I currently come across in meetings or presentations?

Learning Outcomes:

- Learn how to highlight your skills, experiences, and achievements effectively in your resumes and cover letters.
- Receive personalized feedback from your mentor to refine and polish documents.
- Understand common interview formats, questions, and effective strategies for answering them.
- Receive constructive feedback on your mock interview performance, focusing on both verbal and non-verbal communication skills.

Mentee Resource links (if applicable):

- LinkedIn Profile Optimization Guide
- Resume Rubric & Checklist
- NG Checkpoint Survey

WEEK 6&7: MENTORSHIP GUIDE

NETWORKING & RELATIONSHIP BUILDING

Objectives:

- Learn effective networking strategies and professional etiquette to help build and maintain professional relationships
- Practice engaging with professional organizations and online communities.
- Complete mid-program evaluation survey
- Conduct a midpoint discussion about progress towards goals made in week 1.

Questions to Ask Your Mentor (optional):

- How do you approach building and maintaining professional relationships?
- What are your go-to strategies for starting conversations at events or in new environments?
- How do you identify which connections are worth nurturing long-term?
- What's your advice for networking as an introvert or in unfamiliar industries?
- How do you turn a causal connection into a meaningful professional relationship?
- What are some ways to add value to others when networking?
- How do you maintain relationships without seeming transactional or self-serving?
- How do you follow up after meeting someone new (e.g., at conferences or virtual events)?

Activities (recommended):

- Craft a professional introduction for a professional via an online community.
- Identify a relevant networking event or industry group for you to join.

Learning Outcomes:

- Learn how to engage with professionals in your field, including leveraging platforms like LinkedIn and attending industry events.
- Understand the norms and expectations of professional interactions, both online and in-person.
- Identify progress made towards your professional goals

Mentor Resource links (if applicable):

WEEK 8&9: MENTORSHIP GUIDE

SKILL DEVELOPMENT & PROBLEM-SOLVING

Objectives:

- Discuss critical soft skills and technical skills related to industry of choice: communication, teamwork, adaptability.
- Addressing workplace challenges and conflict resolution.

Questions to Ask Your Mentor (Optional):

- What key skills have been most important in your career, and how did you build them?
- How do I identify which skills I should prioritize at this stage in my journey?
- Are there any habits or practices you recommend for mastering a new skill?
- What resources (books, courses, tools) helped you level up your expertise?
- How can I track my progress and stay motivated while learning something new?
- How do you approach complex or unfamiliar problems?
- What questions do you ask yourself when tackling a tough decision or obstacle?
- How can I get better at thinking strategically and anticipating issues?

Learning Outcomes:

- Have a stronger understanding of the skills needed to develop within your desired industry
- Become better prepared to address challenges and potential conflict in the workplace
- Identify a skill to improve upon and create an outlined plan of action

Mentor Resource links (if applicable):

WEEK 10&11: MENTORSHIP GUIDE

CAREER GROWTH STRATEGIES

Objectives:

- Outline and identify job and internship search strategies
- Create a career growth roadmap
- Prepare for interviews and salary negotiations

Questions to Ask Your Mentor (optional):

- What factors should I consider when evaluating new opportunities or career moves?
- How do I balance short-term responsibilities with long-term career goals?
- What signs indicate it's time to level up, pivot, or seek a new role?
- How can I position myself for promotions or higher-responsibility roles?
- Are there gaps in my experience or skill set I should work on now for future opportunities?
- How can I increase my visibility and impact within my organization or industry?
- What's the best way to advocate for myself without seeming boastful?
- How do I align my work with organizational goals to demonstrate value?
- Is there anyone else you think I should connect with to support my development?

Activities (recommended):

- Role-play a salary negotiation conversation.
- Have your mentee map out their ideal career path for the next five years.

Learning Outcomes:

- Have access to a checklist for job application strategies
- Understand the process necessary for their ultimate career goals
- Prepared to self-advocate in negotiating phases of employment offers

Mentor Resource links (if applicable):

WEEK 12: MENTORSHIP GUIDE

REFLECTION, NEXT STEPS & PROGRAM CLOSEOUT

Objectives:

- Review the progress made during the mentorship.
- Ensure that you have a clear action plan moving forward, and gather feedback on the program.
- Complete final evaluation survey

Questions to Ask Your Mentor (optional):

- What growth have you noticed in me since we began this mentorship?
- What strengths have stood out to you during our time together?
- Are there any areas you think I should continue working on after this program?
- What was your favorite part of mentoring me?
- What advice do you have for the next stage of my career or personal development?
- How can I continue building on what I've learned from you?
- What habits or practices should I carry forward from this experience?
- How can I support or stay connected with you moving forward?
- Would you be open to staying in touch for occasional check-ins?
- What's something I can do to pay it forward and help others as you've helped me?

Optional Activities (recommended):

- You and your mentor will complete the NG Reflection survey together
- Discuss how you both can maintain a strong professional network moving forward.
- Develop a 6-12 month action plan for your continued career growth.

Learning Outcomes:

- Assess your development over the program and set future career and professional development goals.
- Both mentors and mentees will provide feedback on the program, discussing what was most beneficial and areas for improvement.

Mentor Resource links (if applicable):

Mentorship Evaluation Survey

ADDITIONAL PROMPTS
ACTIVITIES & RESOURCES

ADDITIONAL RESOURCES & TOOLS

Online Learning Platforms:

- **LinkedIn Learning (Career skills & industry knowledge)**
- **Coursera (Leadership & professional development)**
- **MasterClass (Business & entrepreneurship insights)**

CLOSING REMARKS

As your mentorship experience comes to a close, take a moment to appreciate how far you've come. This journey wasn't just about gaining knowledge—it was about growth, self-discovery, and building the confidence to take your next steps with purpose.

- **Own your progress:** You showed up, asked questions, stayed curious, and took action. That matters.
- **Keep the momentum going:** Growth doesn't stop here—continue setting goals, seeking feedback, and challenging yourself.
- **Stay connected:** Mentorship is a relationship, not a transaction. Keep nurturing the bonds you've built and be open to new ones.
- **Give back:** As you grow, you'll have the chance to support others in the way you were supported—don't hesitate to pay it forward.
- **Trust your journey:** You're more capable than you realize, and the steps you take today are shaping the leader you're becoming.

Thank you for being a part of the Next Generation! 🚀

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