NEXT GEN
MEN & WOMEN

YOUNG PROFESSIONALS MENTORSHIP PROGRAM HANDBOOK

MENTOR EDITION

TABLE OF CONTENTS

I. Program Introduction

II. Responsibilities and Best Practices

III. Week-by-Week Mentor Guide

IV. Additional Activities & Tools

V. Optional Resources

NEXT GEN MEN & WOMEN

PROGRAM INTRODUCTION

Welcome to the 12-Week Next Generation Men & Women Professional Mentorship Program! Your role as a mentor is to provide guidance, share experiences, and help your mentee develop the skills and confidence needed to advance their career. This handbook serves as a structured guide to ensure meaningful and productive mentor-mentee interactions.

PROGRAM OBJECTIVES

HELP

Next Gen Alumni gain industry insights and build professional networks.

SUPPORT

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

PROVIDE

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

RESPONSIBILITIES
& BEST PRACTICES

YOUR ROLE AS A MENTOR

- Offer guidance based on your professional experiences.
- Provide constructive feedback and encouragement.
- Connect your mentee with relevant industry resources and contacts
- Help your mentee set and achieve actionable career goals.

BEST PRACTICES FOR MENTORSHIP

- Be Present & Engaged – Commit to regular meetings and open communication. Decide on your meeting cadences and preferences by week 1.
- Be a Good Listener – Understand and document your mentee's aspirations and challenges.
- Encourage & Challenge – Provide motivation while setting realistic expectations.
- Maintain Professional Boundaries – Be supportive, but allow mentees to take ownership of their journey.

WEEK BY WEEK
MENTORSHIP GUIDE

EACH WEEKLY OUTLINE INCLUDES:

1. Key meeting objectives
2. Suggested activities and conversation scripts
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

Suggested Session Script (not required):

- (0-30 mins): "Welcome to the Next Generation Men and Women Young Professionals Mentorship Program. Today, we will outline the structure of our time together, discuss what we hope to achieve, and set some personal goals. Let's start with introductions."

- (30-120 mins): "Using the assessments you've completed, let's discuss how these align with potential career paths."

Optional Activities (recommended):

- Encourage your mentee to write down one short-term and one long-term career goal.
- Review and discuss results of initial assessment survey

Learning Outcomes:

- Mentees will understand the structure of the mentorship program and the expectations from both sides.
- Mentees will 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.

Mentor Resource links (if applicable):

- Mentor/Mentee Contract/Agreement
- Weekly Mentor meeting agenda template

WEEK 2&3: MENTORSHIP GUIDE

INDUSTRY INSIGHTS & CAREER MAPPING

Objectives:

- Provide mentees with a comprehensive understanding of their 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.

Suggested Session Script (not required):

Week 2:

- (0-30 mins): "Let's dive deeper into your assessment results and explore what these mean for your career options."
- (30-120 mins): "This week we'll identify at least three career paths that interest you. Let's discuss what you find appealing about these options. Week 3:

Week 3:

- (0-30 mins): "Today, I'll share insights about trends and opportunities in the industry of your choice. Let's start with a brief overview of the current market landscape."
- (30-120 mins): "Based on your interests, let's identify specific roles or companies you might target. What skills do you think are essential for these roles?"
- This week's challenge is to research or conduct an interview with professionals in these roles"

Optional Activities (recommended):

- Introduce your mentee to an industry report or professional association
- Have your mentee conduct an informational interview with a professional/research professionals within their industry (i.e. a professor in their department, a manager at their job, an old teacher etc)

Learning Outcomes:

- Mentees will gain insights into industry trends, challenges, and opportunities from their mentor's perspective.
- Mentees will identify at least 2-3 specific roles or companies they are interested in and learn what qualifications and skills are needed for those positions.

Mentor Resource links (if applicable):

- Weekly Mentor meeting agenda template

WEEK 4&5: MENTORSHIP GUIDE

PERSONAL BRANDING & PROFESSIONAL PRESENCE

Objectives:

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

Suggested Session Script (not required):

Week 4:

- ((0-60 mins): "Let's start by reviewing your current resume and cover letter. Here are some tips on how to highlight your achievements."
- (60-120 mins): "Now, apply these tips. Let's revise your documents together. I'll provide feedback to help you refine them."

Week 5:

- (0-30 mins): "Today we focus on interview skills. We'll go over some common questions and discuss strategies for answering them effectively."
- (30-120 mins): "Let's practice with a mock interview. I'll role-play as an interviewer and provide feedback on your responses."

Optional Activities (recommended):

- Review your mentee's resume or LinkedIn profile and provide feedback.
- Practice elevator pitches and conduct mock interviews.

Learning Outcomes:

- Mentees will learn how to highlight their skills, experiences, and achievements effectively in their resumes and cover letters.
- Mentees will receive personalized feedback from their mentors to refine and polish their documents.
- Mentees will understand common interview formats, questions, and effective strategies for answering them.
- Mentees will receive constructive feedback on their mock interview performance, focusing on both verbal and non-verbal communication skills.

Mentor Resource links (if applicable):

- Mentor Coaching Resume
- LinkedIn Profile Optimization Guide
- Resume Rubric & Checklist

WEEK 6&7: MENTORSHIP GUIDE

NETWORKING & RELATIONSHIP BUILDING

Objectives:

- Teach mentees effective networking strategies and professional etiquette to help them 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.

Suggested Session Script (not required):

Week 6:

- (0-30 mins): "Networking is more than just collecting contacts; it's about building relationships. Let's start by discussing how to initiate and sustain professional conversations."
- (30-120 mins): "Now, I'll guide you through setting up and conducting an informational interview. Let's role-play an informational interview, and I'll provide feedback on your approach and questions."

Week 7:

- (0-30mins): "Effective networking is key to career success. Let's discuss how to approach networking events and connect with professionals online."
- (60-120 mins): "Let's practice writing professional emails and LinkedIn messages. We'll also simulate a networking scenario."

Optional Activities (recommended):

- Help your mentee craft a professional introduction for a professional via an online community.
- Identify a relevant networking event or industry group for them to join.

Learning Outcomes:

- Mentees will learn how to engage with professionals in their field, including leveraging platforms like LinkedIn and attending industry events.
- Mentees will understand the norms and expectations of professional interactions, both online and in-person.
- Mentees will identify progress made towards their 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.

Suggested Session Script (not required):

Week 8:

- (0-30 mins): "A successful professional career requires both technical skills and qualifications as well as soft-skills within the workplace. Let's start by exploring what technical skills and soft skills you may need within your industry"
- (60-120 mins): "Now, let's narrow down and make a list of skills you want to focus on specifically within your future professional journey."

Week 9:

- (0-30 mins) "A huge piece of developing workplace soft-skills involves the ability to address challenges and conflict resolution. I'd like to walk you through some real scenarios that have occurred throughout my professional career".
- (60-120 mins): "Let's practice with some scenarios you could potentially experience in the workplace."

Optional Activities (recommended):

- Share a real-world workplace challenge you've faced and discuss solutions.
- Have your mentee identify a skill they want to develop and create a plan.

Learning Outcomes:

- Mentees will have a stronger understanding of the skills needed to develop within their industry
- Mentees will be better prepared to address challenges and potential conflict in the workplace
- Mentees will 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

Suggested Session Script (not required):

Week 10:

- (0-30 mins): "This week, let's focus on key strategies to help you move forward in your future career. We'll explore effective job search techniques and work on creating a clear roadmap for your growth.
- (60-120 mins): I'd love to hear about any challenges or questions you have in these areas so we can tailor our conversation to your needs.

Week 11:

- (0-30 mins): After reviewing your career roadmap, let's get practical and discuss ways to approach salary negotiations with confidence.

Optional Activities (recommended):

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

Learning Outcomes:

- Mentees will be able to refer back to a checklist for job application strategies
- Mentees will understand the process necessary for their ultimate career goals
- Mentees will be 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 mentees have a clear action plan moving forward, and gather feedback on the program.
- Complete final evaluation survey

Suggested Session Script (not required):

- 0-30 mins): "As we conclude our sessions, it's important to look ahead. Let's review the goals we set initially and the progress you've made."

- (30-120 mins): "Now, let's draft a detailed action plan that includes immediate next steps and long-term goals. This plan should guide your actions as you move forward in your career exploration."

Optional Activities (recommended):

- You and your mentee complete the NG Reflection survey together
- Discuss how they can maintain a strong professional network moving forward.
- Develop a 6-12 month action plan for your mentee's continued career growth.

Learning Outcomes:

- Mentees will assess their 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.
- Mentees will leave with a concrete action plan, including next steps for job or internship applications, networking, and skill development.

Mentor Resource links (if applicable):

ADDITIONAL PROMPTS
ACTIVITIES & RESOURCES

ADDITIONAL PROMPTS TO HELP GUIDE SESSIONS

- **"What excites you most about your chosen field?"**
- **"What's one challenge you're currently facing, and how can I support you?"**
- **"If you could ask a leader in your industry one question, what would it be?"**
- **"Let's identify 3 professionals you admire and analyze their career paths."**

ADDITIONAL RESOURCES & TOOLS

Online Learning Platforms:

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

CLOSING REMARKS

Your mentee will look to you as a guide, supporter, and professional resource. Keep an open mind, be patient, and encourage them to take action toward their goals. Your impact will go beyond these 12 weeks and help shape their future career path.

Thank you for your commitment to mentoring the Next Generation! 🚀

For additional questions or comments, please contact the Next Gen Alumni Program Manager: marian@nextgenatl.org

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