



Teach For All
A Global Network



GoTeach

**Mentoring
Getting Started!**

FACILITATION GUIDE FOR MENTORS

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About this Module

Objectives

- To ensure young people and mentors are introduced to each other and understand their roles
- Get to know each other!
- Select the topics for the remaining sessions and schedule future meetings
- Discover the functionalities of the online platform together

Summary

This is the first session that will initiate your mentorship relation with the mentee. It is intended to provide the mentor and mentee with the opportunity to introduce themselves and get to know each other a bit more. It is also the time to go over your future sessions together, schedule your subsequent calls and explore the functionalities of the platforms that you will be using throughout the program. The aim of this rather informal session is to create a friendly and safe environment for both mentor and mentee.

Target Audience

The target audience for this module are young people from vulnerable communities who are transitioning from school to the world of work. The participants that would benefit from this intervention will be nominated by SOS Children's Villages or a Teach For All Network Partner Organization.

Number of participants

This session is designed as a one-to-one session

Method of delivery

Virtual (but classroom delivery is possible as well)

Number of facilitators

One facilitator (the mentor)

Session Descriptions and Timing

Total estimated Module run time: **60 minutes**

Preparation: **10-20 minutes**

Session 1: Learning Objectives	5 minutes
Learning Journey	1 minute
Objectives	2 minutes
Ground rules	2 minutes
Session 2: Nice to meet you!	15 minutes
This is my CV	3 minutes
What about you?	3 minutes
Activity - Let's find out what we have in common	9 minutes
Session 3: Our mentoring experience	25 minutes
What is mentorship for you?	2 minutes
What does mentorship entail?	6 minutes
How do we want our mentorship experience to be like?	2 minutes
What are your...?	6 minutes
Activity: Let's make a mentoring plan	7 minutes
What do you need?	2 minutes
Session 4: The YouthLinks Platform	10 minutes
Explanation and exploration of YouthLinks platform	10 minutes
Session 5: Challenge yourself	5 minutes
Challenge yourself!	3 minutes
Key takeaways	2 minutes

Facilitator Information

Training Requirements

To run this Module, the following items should be available / arranged:

- **Room**
 - Virtual: Arrange a quiet room for yourself with screen and PC/Laptop
 - Classroom: Arrange a room for two with a projector and screen. It is also possible to sit next to each other behind a computer screen

- **IT and software:**
 - Beamer/projector, laptop, speaker-set or headset, projection screen.
 - Access to [YouthLinks platform](#)

- **Materials**
 - Facilitator notes (printed)
 - Slide deck
 - 1 Workbook for the mentee to in virtual or printed format




- **Prior to running the Module:**
 - Make sure to check the mentoring journey to understand the pre-requisites for mentoring and the mentoring process
 - Complete slide 6, this is my CV
 - Carefully read this document and run through the slide deck
 - Send the virtual workbook
 - It is highly advisable to explore the main functionalities of the YouthLinks Platform prior to the session. This platform is only for SOS Children's Villages participants, if the participants are not from SOS Children's Villages then you can skip slides 21& 22.

- **Post to running the Module:**
 - Send the agreed timeline to the mentee

About these Facilitator Notes

The notes are designed to assist facilitators in guiding participants through the Module. It is important that facilitators study this document prior to starting the session to make sure the structure, process and activities are clearly understood.

The text in these notes is marked up in a number of colors and each has a different meaning – so always print the Facilitator Notes in color.





	Green	Activity
	Orange	Indicates a slide that needs to be displayed
	Black	Facilitator note or 'Tell' section (background information of things to be mentioned, explained or told)

Tips

To get the most out of the session, we have collated and shared some hints and tips from our teachers:


- **Active listening:** create a dialogue by asking clarifying questions, asking the mentee to expand on their answers and relate the answers back to your own experience
- **Praise and feedback:** be sure to comment on any insightful comments and link these to success in the workplace
- **Communicating with young people:** allow extra time for the mentee to talk – the mentee may be shy at first but leave some silence to allow for the mentee to speak up.

Session 1: Learning Objectives

Action	Slide #	Content	Slide
SLIDE	1	MENTORING – GETTING STARTED	
FACILITATOR NOTE		Thank the mentee for coming. Ensure to welcome the mentee and ask a little about the mentee's current situation. After a bit of small talk, feel free to begin the session.	
SLIDE	2	TODAYS LEARNING JOURNEY	
TELL		<p>Read out “Today’s agenda” and highlight the items below.</p> <p><u>Session 2</u> we will find out what we have in common</p> <p><u>Session 4</u> What’s mentorship for you? How do we want our mentorship to be like? When are we meeting again? What do we need?</p>	
SLIDE	3	LEARNING OBJECTIVES	
FACILITATOR NOTE		Read out loud the objectives for this session	
SLIDE	4	GROUND RULES	
FACILITATOR NOTE		Read out the “Tools” for this session (highlighting the use of the handout).	
		<ul style="list-style-type: none"> • Please switch off mobile phone to be able to focus better and ensure a stable internet connection. • I would need your undivided attention & energy • Collaborate with me and share your thoughts. • Make notes if you wish, you have a workbook at your disposal. • Feel free to ask questions • Have fun! 	





Action	Slide #	Content	Slide
		<p>Additional/optional: If you notice that your mentee's energy levels is down you can suggest to do a fun activity to bring up the energy.</p> <p>Examples:</p> <p><u>Lie to me</u></p> <p>This energizer is a fun way to get to know your mentee better. Not just the basics, like where they live or if they have a brother, but real stories and anecdotes.</p> <p>The mentee has to tell 3 facts about their life. Something that happened to them. Two of them should be true, and one should be a lie. You now have to find out which one is the lie. You'll be surprised what kind of crazy things can actually happen! (Or how good your mentees can lie!) Of course you can also do this vice versa, where you as the mentor come up with 3 anecdotes.</p> <p><u>Rock, Paper, Scissors</u></p>	





Session 2: Nice to meet you!

Action	Slide #	Content	Slide
SLIDE	5	NICE TO MEET YOU	
FACILITATOR NOTE		Now it is time to get to know each other and establish a friendly relationship. Share with the young person your eagerness to learn more about them to adapt the mentoring experience to their needs.	
SLIDE	6	THIS IS MY CV...	
FACILITATOR NOTE		First, take this opportunity to introduce yourself briefly. Before the session we advise you to add in this slide some information about yourself (work, experience, interests, why you chose mentoring, experience with mentoring so far, hobbies...) in a CV-like format like shown.	
SLIDE	7	WHAT ABOUT YOU?	
FACILITATOR NOTE		Now give the mentee 2 – 5 minutes to introduce themselves covering the topics in the screen. Make sure that you show interest about their stories and thank them for sharing with you. Also, if you have something in common, do tell them! It will boost your relation.	
SLIDE	8	ACTIVITY – LET'S FIND OUT WHAT WE HAVE IN COMMON!	
FACILITATOR NOTE		Before starting the quiz, you should: } Remind them that there is no right or wrong answer, this is just to have fun and learn about each other! } Explain that they should answer the question in each slide as soon as possible with the first answer that comes to their minds.	
SLIDE	9	WHAT MAKES YOU SMILE?	
SLIDE	10	WHAT ARE YOU ENTHUSIASTIC ABOUT?	



Action	Slide #	Content	Slide
SLIDE	11	WHAT ARE YOU MOST LOOKING FORWARD TO?	<p>WHAT ARE YOU MOST LOOKING FORWARD TO?</p>
SLIDE	12	DESCRIBE YOURSELF IN THREE WORDS	<p>DESCRIBE YOURSELF IN THREE WORDS</p>

Session 3: Our mentorship experience





Action	Slide #	Content	Slide
SLIDE	13	OUR MENTORING EXPERIENCE	
TELL		Let's explore how we envision the mentoring experience to be.	
SLIDE	14	WHAT IS MENTORSHIP FOR YOU?	
FACILITATOR NOTE		Invite your mentee to reflect on what 'mentorship' means for them. Remind them that there is no right or wrong answer. After they share what they understand as mentorship you can share the definition provided for mentorship (it will appear in the slide after a second click).	
SLIDE	15	WHAT DOES MENTORSHIP ENTAIL?	
FACILITATOR NOTE		<p>You can brainstorm together a list of key terms / values that define a good mentorship relation.</p> <p>Then, click a second time in the slide to see the core values of a good mentorship experience and explain these briefly.</p> <p>Support: mentor supports the mentee in their main needs through guidance and unleashing the mentee's potential</p> <p>Advice: mentor provides useful and tailored advice based on the mentor's own experience</p> <p>Guidance: the goal of mentoring is offering useful guidance to mentees so that they can realize their goals</p> <p>Knowledge: mentoring is all about two-ways knowledge sharing (mentor-mentee and vice versa) Ownership: it is up to the mentee to choose what they want to become and what they want to improve while the mentor supports them</p> <p>Flexibility: the sessions and content should be continuously</p>	
SLIDE	16	HOW DO WE WANT OUR MENTORSHIP EXPERIENCE TO BE LIKE?	
FACILITATOR NOTE		Start by emphasizing the importance of agreeing on defining how you want this mentorship to be for it to work. Explain that whatever you agree will constitute a "contract and you both have to sign it by giving thumbs up after you go through it and commit to follow it. Now read the suggested characteristics and explain	

Action	Slide #	Content	Slide
		those that might not be clear. Ask if they agree with the selection and if they have anything to add.	
SLIDE	17	WHAT ARE YOUR....?	
FACILITATOR NOTE		<p>Have conversation about the topics below, one by one.</p> <ul style="list-style-type: none"> • Which expectations does the mentee have? • Do they have any fears at this stage? • How can the mentee contribute to making the best out of this mentorship experience? • What are the mentee's commitments? <p>Refer to their workbook. On page 4 & 5 of the workbook the mentee can take notes.</p>	
SLIDE	18	MENTORING TOPICS MENU	
TELL		Let's take a closer look which topics you would like to cover as part of the mentoring journey and when we will plan those.	
SLIDE	19	WHEN ARE WE MEETING AGAIN?	
FACILITATOR NOTE		Check your calendar and fill the boxes in the slide with the agreed time and dates for your next sessions. After this session, make sure you schedule these sessions on YouthLinks platform. Remind them the importance of sticking to this schedule as much as possible, it's a contract ;)	
SLIDE	20	WHAT DO YOU NEED?	
FACILITATOR NOTE		<p>Highlight the importance of using the handouts during and after the sessions to better integrate the learnings into their daily lives. In order to better explain the different parts of the handout you can click on the link and go over the handout together.</p> <p>Ask them after the session to complete the questions on page 4 and 5 of the workbook.</p>	

Session 4: The YouthLinks Platform

Action	Slide #	Content	Slide
SLIDE	21	THE YOUTHLINKS PLATFORM	
FACILITATOR NOTE		To connect with peers and use various mentoring options we have a platform in place called “YouthLinks.” I would like to make you familiar with this platform and explore it together with you.	
SLIDE	22	YOUTHLINKS PLATFORM	
FACILITATOR NOTE		First, ask if your mentee already checked out the platform. Then, go over the functionalities displayed in the slide with the mentee as well as any other functionality that they feel curious about.	

Session 5: Challenge yourself

Action	Slide #	Content	Slide
SLIDE	23	CHALLENGE YOURSELF	
TELL		We are nearing the end of the session. Let's get to work and find out how you can challenge yourself.	
SLIDE	24	PREPARE YOUR SESSIONS	
TELL		Please go to your workbook and reflect on the questions there, you need to deep dive into your sessions topics and find the right answers to these questions. You can find the questions in your workbook page 6, try to send the answers 2 weeks before your next session.	
SLIDE	25	CHALLENGE YOURSELF	
FACILITATOR NOTE		Invite your mentee to explore the platform as much as possible before the next session and to participate actively in the communities. You'll check on that in the next session, it's a challenge ;) Ask the mentee to complete and send you the questions on page 4 and 5 of the workbook.	
SLIDE	26	KEY TAKEAWAYS	
FACILITATOR NOTE		After inviting your mentee to read the three main takeaways from this session, ask if they can think of any other learning that was particularly important for them.	
SLIDE	27	THANK YOU FOR YOUR TIME AND ATTENTION	
FACILITATOR NOTE		Thank your mentee for the time and attention and ask if there are any questions or feedback about the session or the content covered. Finally, encourage the mentee to have a look at the handout to further reflect on what they expect to gain from this mentorship. Kindly encourage the mentee to also share his/her progress on the YouthLinks platform.	