

FOR MENTEES

**GETTING STARTED WITH CRASH MENTORING:
HOW TO SET UP AND ACE YOUR
MENTORSHIP SESSIONS**

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Mentees

Congratulations on joining Ok Mentor's crash mentoring programme, hosted by Intros AI. In seeking mentorship you are taking a proactive step towards discovering more about the skills and attributes required to succeed in your chosen industry. We understand that being mentored by an established professional can be both exciting and nerve-wracking, which is why we've put together this guide to support you with getting the best out of your sessions.

PRINCIPLES FOR BEING A GOOD MENTEE

- Be respectful of your mentor's time. Come prepared and be on time.
- Stay focused and present. Do Not Disturb Mode was made for this.
- Be proactive. Take initiative to book in sessions with your mentor. Prepare questions, focus topics and pre-materials if relevant and share these with your mentor ahead of time.
- Bring your best self. Energy, presentation and manners are key for making a good impression.



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Getting Started Guide



BEFORE YOUR SESSION

- Think through the areas you're finding most challenging and choose a couple of topics (maximum 3) you'd like to focus on.
- Send through your focus topics to your mentor in advance. Simple bullet points in a short message over Intros AI or email does the trick. 72 hours ahead of time is good practice.

DURING YOUR SESSION

- Take 5 minutes at the start to check in on what's going on in each others' lives. Building a genuine relationship will help you to get the best out of your sessions.
- Take notes during the session to refer back to.
- Report back to your mentor on how you're implementing their advice - celebrate the wins together!
- If you get stuck, try some of these prompts:
 - What would you do if you were in my position?
 - Has something like this ever happened to you? How did you handle it?
 - Is there anything you think is getting in my way, or that I could do better?
 - What were some challenges you faced when in a similar role?

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AFTER YOUR SESSION

- Follow up to say thanks! Be specific about what you found helpful, as well as what you might like or need to get out of the sessions in the future.
- Be proactive and schedule the next session to keep things moving.
- Take the time to investigate any resources they've shared or plan how you'd like to make progress before you see them next.

YOUR FINAL SESSION

- In your final session be sure to take some time to reflect on the process, how you have worked together and any final takeaways.
- Share how the sessions went with Ok Mentor - we are keen to hear what you learnt and how you found crash mentoring! Email product@okmentor.me to let us know.
- If you enjoyed the process and want to do it again, keep an eye on your emails to opt in to the next round (you will be notified each time, with matching happening every 3 months)

We hope you have a fulfilling mentorship experience, and a lot of fun!

