1-Hour MentHER+ Program Agenda

Objective: To establish a strong foundation for a successful mentor/mentee relationship and outline the expectations for future sessions using the materials the Mentors and Mentees could use in their own sessions.

0:00 - 0:05 | Welcome & Introduction

- Objective: Briefly introduce the purpose of the MentHER+ and its significance.

- Resource: *Leadership Training Series: Monumental Mentorship video* (Play a short 5-minute clip highlighting the importance of mentorship).

0:05 - 0:15 | Setting the Parameters

- Objective: Establish the purpose, goals, and expectations of the mentorship relationship.

- Resource: *10 Steps to Successful Mentoring* (Walk through Steps 1-4: Introduction, Define Purpose and Goals, Mentor Selection, Establishing Goals and Expectations).

0:15 - 0:25 | Building Trust & Rapport

- Objective: Discuss strategies to build a strong, trusting relationship between mentor and mentee.

- **Resource:** *10 Steps to Successful Mentoring* (Review Steps 5-6: Building Trust and Rapport, Plan and Implement).

0:25 - 0:35 | Documentation & Tracking Progress

- Objective: Introduce the tools and resources available for documenting meetings and tracking progress.

- Resource: *ElevateHER Mentoring Program Training Booklet* (Overview of the 6 meeting templates and documentation processes).

0:35 - 0:45 | Leadership Development

- Objective: Focus on leadership skills and personal development within the mentorship.

- Resource: *Mentorship Training PowerPoint* (Review slides related to developing leaders of tomorrow).

0:45 - 0:55 | Leveraging Resources & Opportunities

- Objective: Discuss how to seek and utilize additional resources and opportunities to enhance the mentorship experience.

- Resource: *10 Steps to Successful Mentoring* (Review Steps 7-8: Seeking Leverage in Resources and Opportunities, Recognition and Appreciation).

0:55 - 1:00 | Conclusion & Next Steps

- Objective: Conclude the session with a summary of key takeaways and outline the next steps.

- Resource: *10 Steps to Successful Mentoring* (Review Steps 9-10: Conclusion and Transitioning the Relationship).

- Discuss any follow-up actions and set the date for the next meeting.

2-Hour Mentorship Program Agenda

Objective: To establish a comprehensive framework for a successful mentor/mentee relationship, focusing on key elements of mentorship, leadership development, and actionable planning.

0:00 - 0:10 | Welcome & Program Overview

- Objective: Introduce the purpose of the mentorship program, its significance, and how the session will unfold.

- Resource: *Leadership Training Series: Monumental Mentorship video* (Play a 10-minute segment highlighting the importance of mentorship and setting the tone).

0:10 - 0:25 | Defining the Mentorship Relationship

- Objective: Establish the purpose, goals, and expectations of the mentorship relationship.

- Resource: *10 Steps to Successful Mentoring* (Walk through Steps 1-4: Introduction, Define Purpose and Goals, Mentor Selection, Establishing Goals and Expectations).

- Discussion: Allow time for mentors and mentees to discuss and align on their individual goals and expectations.

0:25 - 0:40 | Building Trust & Establishing Rapport

- Objective: Discuss and practice techniques to build trust and rapport between mentor and mentee.

- Resource: *10 Steps to Successful Mentoring* (Review Steps 5-6: Building Trust and Rapport, Plan and Implement).

- Activity: Engage in a brief trust-building exercise or discussion to enhance connection.

0:40 - 1:00 | Planning & Implementation

- Objective: Develop a plan for how the mentorship will progress, including milestones and key activities.

- Resource: *ElevateHER Mentoring Program Training Booklet* (Introduce the template for the first meeting and discuss how to plan for subsequent sessions).

- Discussion: Mentors and mentees collaborate on setting initial action plans and timelines.

1:00 - 1:10 | Break

- Objective: Provide a short break to refresh and reflect.

1:10 - 1:25 | Leadership Development Focus

- Objective: Dive into leadership skills and personal development as part of the mentorship.

- Resource: *Mentorship Training PowerPoint* (Review and discuss slides related to developing leaders of tomorrow).

- **Activity:** Small group discussions or role-playing to apply leadership concepts.

1:25 - 1:45 | Leveraging Resources & Opportunities

- Objective: Explore how to seek and utilize additional resources and opportunities to enhance the mentorship experience.

- Resource: *10 Steps to Successful Mentoring* (Review Steps 7-8: Seeking Leverage in Resources and Opportunities, Recognition and Appreciation).

- Activity: Brainstorming session to identify specific resources and opportunities available within the organization or community.

1:45 - 1:55 | Documentation & Tracking Progress

- Objective: Reinforce the importance of documentation and tracking progress throughout the mentorship.

- Resource: *ElevateHER Mentoring Program Training Booklet* (Overview of documentation templates and tracking tools).

- Discussion: Discuss the best practices for keeping records and setting measurable goals.

1:55 - 2:00 | Conclusion & Next Steps

- Objective: Wrap up the session with a summary of key takeaways, set expectations for the next meeting, and address any questions.

- Resource: *10 Steps to Successful Mentoring* (Review Steps 9-10: Conclusion and Transitioning the Relationship).

- Discussion: Final Q&A, followed by setting a date and agenda for the next meeting.