



StreetWise Partners Winter 2020

Session 1 Module: Community Building and Contracting



Community Building and Contracting

Mentee: Suggested Questions For Your Mentor

This is a guide. You can ask all of these questions, or a combination of these questions and your own. The purpose of this activity is to get to know your mentors and how they can assist you in your journey.

- How do you spend most of your time? (This may give you a picture of your mentor outside of work.)
- Tell me about your job now.
- Is this where you thought you would end up in your career?
- What path did you take to get where you are now?
- What would you do differently if given the opportunity?
- What do you do when you feel stuck on an issue or problem?
- What is something that surprised you about working at ... or working as ...?
- What are some difficult considerations or trade-offs you have had to make in order to move forward in your career? (i.e. travel vs. family, moving to a different location to gain experience, etc.)

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Mentor: Suggested Questions For Your Mentee

This is a guide. You can ask all of these questions, or a combination of these questions and your own. The purpose of this activity is to get to know your mentees and how you can assist them in their journey.

- Tell me about the job you are looking for right now.
- What responsibilities are you hoping your job will have?
- What do you do well?
- What work have you been most proud of?
- Do you feel like there are any obstacles in your path right now?
If so, what are they?
- What does success look like to you? Describe the work or activities you would like to be doing in a future where you are successful.
- What are you not doing well that is preventing you from moving forward with your goals?
- If mentoring were going to have a significant impact on you, what would it look like?



Skills for Work. Confidence for Life

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Mentoring Partnership Working Agreement

Mentee Name: _____

Mentor Name: _____

General Information

Start Date: _____

Mid-cycle check in date (Session 6): _____

End Date: _____

Who will be responsible for setting your weekly meeting agenda?

Preferred method of meeting (phone, in-person, etc. It can be a mix of methods so be specific):

What We Are Working Towards

Mentee, what would you like to accomplish in program?

What role will your mentor have in supporting you in your accomplishments?



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Mentoring Partnership Working Agreement

Setting Expectations

Mentor, what are your expectations of your mentee?

Mentee, what are your expectations of your mentor?

How The Mentor Wants to Receive Feedback

Mentor, how would you want me to tell you if I disagree with your advice?

Mentor, how would you want me to provide feedback if you haven't upheld what we've agreed to in this document? (i.e. Rescheduled a number of weekly meetings, not reviewing my deliverables in a timely manner, etc.)

How The Mentee Wants to Receive Feedback

Mentee, how would you like me to support you in accomplishing your goals? (Are you best motivated by being gently encouraged, or pushed; do you want continual challenge, or need acknowledgment about what's going well to maintain your motivation?)

Mentee, how would you want me to provide feedback if you haven't completed something we've agreed to in this document?



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Mentor and Mentee Weekly Meeting Guide

Please use the space below to write important program details so you can easily access this information at all times:

Mentee Name: _____

Email Address: _____

Phone #: _____

Mentor Name: _____

Email Address: _____

Phone #: _____

Weekly Check-In Day and Time: _____

Weekly Deliverable Review Deadline: _____

Group Officer Name: _____

Email Address: _____

Phone #: _____

Program site email address: _____

Community Building and Contracting

Organizing Deliverables

Standardized Naming System for the Email Subject

- ✓ **First Name, Last Name – Deliverable Title**
- ✓ **Example: John Smith – Resume**

Label Deliverables for Special Events

- ✓ **Example: John Smith – Resume for Mock Interview Day**

All Deliverables are Sent to an Email Address Dedicated to Your Program Site on the Due Date:

- ✓ PwC@streetwisepartners.org
- ✓ KPMG@streetwisepartners.org

Mentors and Lead Volunteers **MUST** be Copied on All Final Deliverable Emails