GWC Virtual Mentoring Guide - Session 1

Introductions + Goal Setting



Session Overview

- Ice Breaker [10-15 mins]
  - Take time for introductions
  - Facilitate the icebreaker - Story of My Name
- Session Goals + Warm Up [5-10 mins]
  - Introduce the session goals and poll mentees on which one they're most curious/excited about
  - Facilitate warm up activity - Morning Routine Free Write - to prepare mentees for their S.M.A.R.T. goal writing activity
- Writing S.M.A.R.T. Goals [25-30 mins]
  - Breakout Rooms/Small Group Work
    - Mentees practice writing one to two S.M.A.R.T. goals for their Spring semester or job search process
    - Share with one another for feedback
    - Mentors move in and out of small groups to support
  - Whole Group Share Out
    - Volunteers share out
    - Honor their bravery for sharing
- *Optional* Spotlight on Soft Skills [5 mins]
  - Highlight the soft skill of *work ethic*
  - Share workplace experience around the soft skill
- Next Steps [5 mins]
  - Review the next steps with mentees, as found in their mentee workbook, and allow them time to ask any follow up questions
- Extension Activities [if time allows]
  - Collaborate to create shared agreements for your cohort
  - Introduce potential interview question for mentees to consider

Session Goals

As a cohort, our goals for this session include...

- [ ] Connecting to one another
- [ ] Discussing educational and professional goals
- [ ] Considering what are the characteristics of a S.M.A.R.T. goal
- [ ] Practicing writing goals for the Spring semester

Ice Breaker *10-15 mins*



Welcome mentees to their Girls Who Code Virtual Mentoring cohort! Begin by sharing a bit about yourself and your co-mentor. Discuss your work experiences, career interests, and other relevant information to optimize the mentoring experience. Use the following questions as a guide:

- ➔ What is your work history and some career highlights you've had as a professional?
- ➔ What brought you to your current employer?
- ➔ Why did you volunteer as a mentor?

Explain to mentees that each session will follow an agenda. The first agenda item is always an icebreaker. Icebreakers not only allow time for getting to know one another, but also establish and strengthen the sisterhood that they will grow together over the next 6 months.

The Story of My Name:

In this activity, you will have the chance to get to know other members of our cohort by sharing out the stories behind your names. This activity is a great way to learn each other's names and understand the different cultures and stories in our group. You can focus on your first name, a nickname, or your last name!

Mentee Instructions:

1. *Reflect on Your Name:* Everyone should take two minutes to jot down some thoughts about their name before we start sharing out. If you're getting stuck you can use these guiding questions for help.
    - Who are you named after and why?
    - Where does your name originate from?
    - Do you like your name?
    - Who named you?
    - Who chose the spelling of your name?
    - Do you have any memories about your name?
    - Does your name have a special meaning to you or your family?
    - If you could rename yourself would you keep the same name or change it?
2. *Whole Group Share Out*: After taking a few minutes to reflect, everyone will have the opportunity to share out about their name for 30 seconds to 1 minute. Everyone should mute themselves to start. Mentors can ask mentees to unmute and share out, or mentees can volunteer to share out by unmuting themselves or sharing in the chat.
3. If time allows, have mentees share out about their school, major, and favorite project they're working on right now for a full introduction.

Session Goals + Warm Up *5-10 mins*



Session Goals

Explain that mentees will work through goals during each session that will help them progress in their career path planning and journey to their first job. Some of these goals are accomplished as a whole group and others are done in small breakout groups. Remind mentees that they have an accompanying workbook that will assist them in each of their sessions. This is a great place to also record notes, next steps, and other thoughts. On the first page of their workbook they can see a full list of the program goals that they'll work towards together over the next six months.

Introduce the goals for today:

As a cohort, our goals for this session include...

- ☐ 1 - Connecting to one another
- ☐ 2 - Discussing educational and professional goals
- ☐ 3 - Considering what are the characteristics of a S.M.A.R.T. goal
- ☐ 4 - Practicing writing goals for the Spring semester

Ask mentees to think about which of today's goals they are most curious to learn more about by holding up a number 1-4 on their hands while on camera or by responding in the chat.

Warm Up

Introduce today's main activity by sharing that throughout the mentoring experience, mentees are expected to discuss educational and professional short-term and long-term goals. The Morning Routine exercise they will work through next will serve as an opportunity for mentees to practice writing S.M.A.R.T goals. These goals are for their Spring semester and looking towards their future job. Guide mentees in the following warm up exercise:

Morning Routine Free Write:

1. Take 2 minutes to independently write down activities that characterize your average daily morning routine *(i.e. hit snooze, make coffee, exercise, eat breakfast, walk the dog, etc.*).
2. When ready, discuss one area of your morning routine that you would like to improve or something you would like to "add to" your routine by coming off mute or typing in the chat.
3. After all have shared out, write down the area of your routine you identified. That area is now your practice goal you will work towards achieving.
4. Read through the SMART Goal Guide in the student workbook together. Discuss how your goals meet the S.M.A.R.T. guidelines or could be adjusted to better meet the guidelines.
5. Rewrite the area of your morning routine you'd like to adjust as a S.M.A.R.T goal.

Writing S.M.A.R.T. Goals *25-35 mins*



Small Group

Using the practice S.M.A.R.T goal above, mentees will move into small breakout rooms of 2-3 participants. In their small groups each student will identify **two goals each** that they'd like to achieve by the end of this mentoring experience in June. As mentees are working in small groups, pop in and out of the breakout rooms to provide assistance and feedback.

Small Group Work:

1. In small groups, brainstorm a few areas you'd like to improve educationally and/or professionally.
2. Share the brainstormed goals with the others in your group. Provide feedback for one another on the goals outlined and suggest potential mid-semester milestones you can use to track your progress.
3. Narrow your lists to two goals that you are looking to achieve by June.

Whole Group Share Out

Closing the breakout rooms, return to the whole group Zoom call to ask for volunteers to share their S.M.A.R.T goals for the semester. Mentees can share by typing in the chat or coming off of mute. Make sure to highlight their Girls Who Code core value of *bravery* after sharing!

Optional Spotlight on Soft Skills *5 mins*



Focus on Work Ethic

As a wrap up to this conversation, explain how employers look for what are commonly known as "soft skills" when interviewing candidates. When setting goals and following through on action items, mentees are practicing the soft skill of developing a strong *work ethic*. The concept of a work ethic is also about learning how you work and how to optimize the work you do.

- Ex: Some people are morning people and try to schedule blocks of time to complete projects in the mornings because they know themselves well enough to know when they are productive.

Mentors should share their own experiences with this soft skill, showcasing how having a strong work ethic positively impacted you or a colleague's professional growth. Explain how you have highlighted this soft skill when interviewing for a role or how you look for this quality when interviewing potential new hires.

Next Steps *5 mins*



Review the next steps with mentees, as found in their student workbook. Allow mentees time to ask any follow up questions:

- ☐ Make sure you have our next session on your calendar!

Optional Follow Up Work for Mentees::

- ☐ Check out the Girls Who Code Discord server and join the conversations
- ☐ Use a digital goal tracking tool such as Lifetick to track your goal(s) progress
- ☐ Practice sharing a response to the following potential interview question:
  - ☐ Can you share about a time that you demonstrated a strong work ethic in your academic or professional background? How did your work ethic impact you in your role?

Mentors, please make sure to complete your session recap form!

Extension Activities [*optional*]

If time allows, consider building the following optional extension activities into your session time:

Creating Shared Agreements

Explain that sisterhood means supporting others when they're being brave and making ambitious choices. In order to create a supportive community, we ask that mentors and mentees live the Girls Who Code core values of *Bravery*, *Sisterhood*, and *Activism* to the best of their ability.

Create a list of shared agreements that your cohort all finds valuable. recording them in a place you can refer back to as you start each session. Some examples of shared agreements from *The Equity Lab* are:

- ➔ Stay engaged
- ➔ Speak your truth
- ➔ Grace with others, grace with ourselves

Consider sending mentees into small breakout groups to brainstorm in groups of 2-3 before sharing out with the whole group. Small groups can elect a speaker to share out at least one agreement that they developed together. Record the potential group agreements as mentees share out. Take a minute to do a thumbs up, thumbs in the middle, or thumbs down vote on the

final list of agreements to make sure the group agrees with the final list. Consider revisiting these agreements at the start of each session moving forward..

Interview Question Prep

Continue the conversation around the soft skills focus of the day, work ethic. Ask mentees to individually think of a time that they demonstrated a strong work ethic and how they might respond to the following interview question:

- ➔ Can you share about a time that you demonstrated a strong work ethic in your academic or professional background? How did your work ethic impact you in your role?

Mentees may want to record their sample response in their workbook or practice their response following today's session.

Resources:

- ➔ Student Workbook, Session 1
- ➔ *Why Start with Agreements?*, The Equity Lab