Mentoring Bootcamp for Protégés

Storyboard

Overview

Course Title:	Mentoring Bootcamp for Protégés
Learning objective:	1. Understand the concepts of mentoring, a mentor, and a protégé. 2. Understand how mentoring works. 3. Understand how the formal mentor program operates.
Description Text	The top and mid-level managers in the Quantitative Research Department expressed the need for training based on their previous and current experience. They believe that the bank's expectations for future managers are not clear and well-articulated. Bank management concluded that mentoring is crucial and decided to offer training to improve those skills. The human resources (HR) department will be responsible for the training. The company is in a new phase of development, in which change is promoted at different levels; mentoring is one of them. There are defined performance problems and needs: the expectations for future leaders are not clear, and there is insufficient support at the individual and organizational levels. The focus is on the opportunity for potential leaders to expand and fulfill the requirements as leaders.
Units	Module 1. Being an Effective Protégé Module 2. Module 3.
Client:	Commercial Bank
Instructional Designer:	Orsolya Kereszty

Units

Nr	Name	Content
1	Introduction	
2	Mentoring: Mentors and Protégés	• Mentoring • Types of Mentoring • Mentors • Protégés
3	Successful Mentorship: Tips and Tricks	
4	The Mentorship Program	
5	Key Takeaways	

Style Guide

Logo	N/A
Cover Photo	People helping each other
Custom colours	Accent: B83b65
Fonts	Heading: Lato Body: Merriweather
Additional Notes	
Templates	N/A

1.
Introduction

Lesson		Introduction	
BLOCK ID	1.1.	**BLOCK TYPE**	Text
NOTES		**CONTENT** Text: Mentoring is a form of partnership between two people which supports professional and personal development. It can help train leaders, improve employee satisfaction, enrich the initiation of new employees, and make the company appealing to recruits. As a future protégé, by the end of this course, you will be able to: 1. understand the concepts of mentoring, a mentor, and a protégé. 2. understand how mentoring works. 3. understand how the formal mentor program operates. Now let's get started!	

Lesson	Introduction	
BLOCK ID	1.2	**BLOCK TYPE**	Divider > Continue

NOTES	**CONTENT**
	Continue button

2.
Mentoring: Mentors and Protégés

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.1**	**BLOCK TYPE**	Image and text
NOTES Text on image		**CONTENT** Image: Text: I think mentors are important and I don't think anybody makes it in the world without some form of mentorship. Nobody makes it alone, and we are all mentors to people even when we don't know it. /Oprah Winfrey/	

Lesson	Mentoring: Mentors and Protégés	
BLOCK ID	2.2	**BLOCK TYPE**	Divider > Continue

NOTES	**CONTENT**
	Continue button

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.3**	**BLOCK TYPE**	Image and text

NOTES

Image on the left

CONTENT

Text: Mentoring is a partnership between at least two people (mentors and protégés) that supports professional and personal development.

Image:

Text:
Mentoring changed my life. I believe our mentoring program has the potential to support each person at the company to fulfill their dreams and duties.
Eloise Wilson, CEO of DreamBank

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.4**	**BLOCK TYPE**	Divider > Continue

NOTES	CONTENT
	Continue button

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.5**	**BLOCK TYPE**	Accordion with images
NOTES		**CONTENT** **Types of Mentoring** In the traditional form of mentoring, the more experienced person is the mentor, and the less experienced is the protégé. There are several types of mentoring. Click on the plus signs below! **One-on-One** The traditional mentorship is when a more experienced mentor supports the less experienced protégé in a one-on-one relationship. **Peer** In peer mentoring, participants are at the same experience level but they possess skills and knowledge the other does not.	

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.5**	**BLOCK TYPE**	Accordion with images

NOTES	**CONTENT**
	Group Also known as "mentoring circles", that provide an opportunity for people with different backgrounds, skills, and knowledge levels to share experiences and support each other. **Reverse** When a less-experienced (usually younger) professional is the mentor, who guides/supports the more experienced person.

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.5**	**BLOCK TYPE**	Accordion with images
NOTES		**CONTENT** **Flash** A one-time mentoring session. **E-Mentoring** Virtual mentoring that takes place online. **Speed** Like speed dating, speed mentoring is an opportunity to get to know many people in a fast-paced event.	

Lesson	Mentoring: Mentors and Protégés	
BLOCK ID	**2.6**	**BLOCK TYPE**	Divider > Continue

NOTES	**CONTENT**
	Continue button

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.7**	**BLOCK TYPE**	Tabs and image
NOTES		**CONTENT**	

CONTENT

Text:
An Effective Mentor
Click on the plus signs to check out how to be an effective mentor!

Tab 1. Text:
Encouragement
Encourages the exploration of new ideas and risk-taking

Tab 2. Text:
Feedback
Gives valuable, appropriate and constructive feedback

Tab 3. Text:
Resources
Serves as a source of information and resources

Lesson	Mentoring: Mentors and Protégés	
BLOCK ID	2.7	
BLOCK TYPE	Tabs and image	

NOTES	**CONTENT**
	Tab 4. Text:
	Communication
	Is an active listener and asks good questions.
	Tab 5. Text:
	Sharing
	Is available and willing to share their experiences.

Lesson	Mentoring: Mentors and Protégés	
BLOCK ID	2.8	
BLOCK TYPE		Divider > Continue

NOTES

CONTENT

Continue button

Lesson		Brief Coaching and Corporate Mentoring	
BLOCK ID	2.9	**BLOCK TYPE**	Text with bullet points
NOTES		**CONTENT** Text: How to be an Effective Protégé 1. Be open to feedback. 2. Seek challenging assignments and move out of your comfort zone. 3. Take responsibility for your own development and growth. 4. Build trust with your mentor. 5. Re-negotiate the boundaries of your mentorship if necessary.	

Lesson	Mentoring: Mentors and Protégés	
BLOCK ID	**2.10**	**BLOCK TYPE**	Divider > Continue

NOTES	**CONTENT**
	Continue button

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.11**	**BLOCK TYPE**	Knowledge Check

NOTES	CONTENT
	Match the Types with the Definition! Move the cards from left to right! Left: 1. Group Mentoring 2. Flash Mentoring 3. Peer Mentoring 4. Reverse Mentoring Right: 4-a. A less experienced person coaching the more experienced one. 3-b. People with the same experience level support each other. 2-c. A one-time mentoring occasion. 1-d. Protégés have access to several mentors within one mentoring session.

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**2.12**	**BLOCK TYPE**	Knowledge Check
NOTES		**CONTENT**	

CONTENT

Mentoring is:
a. an unequal personal relationship between two employees.
b. is a relationship between two people in which a more experienced person most often provides career and emotional support to a junior protégé. <u>CORRECT</u>

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	2.13	**BLOCK TYPE**	Knowledge Check

NOTES	CONTENT
	An effective protégé: a. takes responsibility for their actions. <u>CORRECT</u> b. is available all the time. c. communicates with their mentor every day. d. is eager to leave their comfort zone. <u>CORRECT</u> e. negotiates the boundaries of the mentoring relationship. <u>CORRECT</u>

Lesson	Mentoring: Mentors and Protégés	
BLOCK ID	**2.14**	**BLOCK TYPE**	Divider > Continue

NOTES	**CONTENT**
	Continue button

3.
Successful Mentorship: Tips and Tricks

Lesson	Successful Mentorship: Tips and Tricks	
BLOCK ID	**3.1**	**BLOCK TYPE**	Header

NOTES	**CONTENT** Text: Introduction
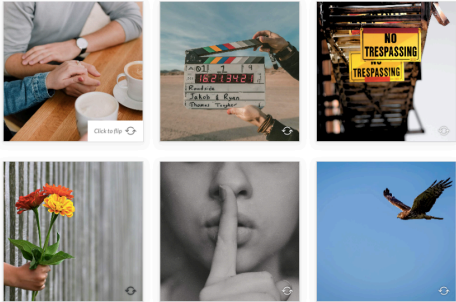
Lesson	Successful Mentorship: Tips and Tricks	
BLOCK ID	**3.2**	**BLOCK TYPE**	Image and text

NOTES	**CONTENT**
Image on the left	Text: *I have been a mentor since I was promoted to VP. I simply wanted to give back all the good advice I received as a newbie.* Heather Wilson, Head of HR, DreamBank Image:

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	**3.3**	**BLOCK TYPE**	Divider > Continue
NOTES		**CONTENT**	
		Continue button	

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	3.4	**BLOCK TYPE**	Text with bullet points
NOTES		**CONTENT** Text: **How to Build a Successful Mentorship** There are many things you can do as a protégé to build a successful mentorship. The most important thing is to take responsibility and initiate communication. Express your needs and expectations and be open to changes. 1. Determine logistics and communication. 2. Prepare for the mentoring sessions. 3. Get to know your mentor and seek similarities between you. 4. Notice and appreciate differences. 5. Request feedback. 6. Build trust. 7. Develop mentoring goals and revisit them occasionally. 8. Craft a Development Plan. 9. Attend mentoring sessions and complete Progress Reports. 10. Keep a record of your development and progress.	

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	3.5	**BLOCK TYPE**	Divider > Continue
NOTES		**CONTENT**	
		Continue button	

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	3.6	**BLOCK TYPE**	Image, text and flipcards

NOTES	CONTENT
Text on image	Image: Text on Image: Trust is earned when action meets words. Chris Butler Text: Trust is the foundation of successful mentoring relationships.

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	3.6	**BLOCK TYPE**	Image, text and flipcards
NOTES Text on image		**CONTENT** Text: Ways to build trust. Click on the cards! Image: Text: • Communicate honestly. Be a truth teller. Give feedback. • Do what you say. Actions should align with your words. • Share personal stories. Take a risk and disclose something new. • Be your mentor's best advocate. • Keep secrets sacred. • Set and communicate boundaries.	

Lesson	Successful Mentorship: Tips and Tricks	
BLOCK ID	3.7	**BLOCK TYPE**	Divider > Continue

NOTES	CONTENT
	Continue button

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	3.8	**BLOCK TYPE**	Tabs and image
NOTES		**CONTENT**	

CONTENT

Text:
There'll be challenges in the mentoring program.
Tackle the Most Common Challenges as a Protégé
Click on the numbers!

Image:

Tab 1. Text:
Time
Time is often your biggest obstacle. As a protégé you must make time to meet with your mentor.

Tab 2. Text:
Follow-up
Follow up on your mentor's suggestions even if you be initially uncomfortable.

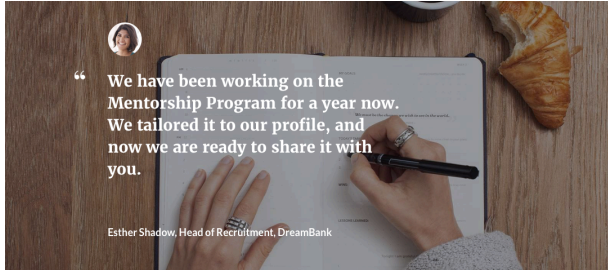| Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	3.8	**BLOCK TYPE**	Tabs and image
NOTES		**CONTENT**	
		Text:	
		Tab 3. Text: Check-in Stay in touch with your mentor. Check in, start a conversation to show you care. Tab 4. Text: Expectations Directly inquire what your mentor's expectations are.	

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	3.9	**BLOCK TYPE**	Knowledge Check

NOTES	CONTENT
	As a protégé you should: • build trust. <u>CORRECT</u> • tell a personal story whenever you meet with your mentors. • check in every week. • communicate openly. <u>CORRECT</u> • set boundaries together. <u>CORRECT</u>

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	**3.11**	**BLOCK TYPE**	Scenario

NOTES	CONTENT
	CONTENT
	Text:
	What would you do? Select all the correct answers to move on!
	Successful Mentorship
	What can you do to build a successful mentorship as a protégé?
	Scenario 1.
	This is your first mentoring session with your mentor. What do you do?
	Option 1. You arrive on time, and you immediately start talking about your day as an introduction.
	Feedback: Try to go with the flow and listen to how your mentor reacts to your words.
	Option 2. You arrive on time and take a moment to introduce yourself. You communicate your needs, expectations while remaining open to suggestions.
	Feedback: Yes. Try to express yourself but listen to your mentor too.
	Scenario 2.
	You have not heard from your mentor for a while. What do you do?
	Option 1. You take the initiative to send a check-in email.
	Feedback: Taking small steps and waiting for their reaction is the best approach.
	Option 2. You call your mentor until they answer the phone.
	Feedback: Check in and show you care, but try not overwhelm your mentor.

Lesson		Successful Mentorship: Tips and Tricks	
BLOCK ID	**3.12**	**BLOCK TYPE**	Divider > Continue
NOTES		**CONTENT**	
		Continue button	

5.
Key Takeaways

Lesson	The Mentoring Program	
BLOCK ID	**4.1**	**BLOCK TYPE**	Image and text

NOTES	**CONTENT**
Text on image	Image: Text: We have been working on the Mentorship Program for a year now. We tailored it to our now we are ready to share it with you. Esther Shadow, Head of Recruitment, DreamBank Text: **Phases of the Mentoring Program** The Mentoring Program is one year long, and there are several phases you should be fam Check out the phases on the infographic!

Lesson	The Mentoring Program	
BLOCK ID	**4.1**	**BLOCK TYPE**	Image and text

NOTES	CONTENT
Text on image	Image:

Lesson	The Mentorship Program	
BLOCK ID	4.2	**BLOCK TYPE**	Divider > Continue
NOTES		**CONTENT**
		Continue button

Lesson		Mentoring: Mentors and Protégés	
BLOCK ID	**4.3**	**BLOCK TYPE**	Accordion with images

NOTES	**CONTENT**
	Text:
	One-on-One Mentoring
	There are monthly sessions for the mentors and protégés.
	Development Plan
	Each protégé has an individual Development Plan that is updated after each session.
	Program Management
	The HR Department is responsible for the program administration and management.
	Coaching
	Coaching is available for mentors and protégés.
	Monthly Knowledge Sharing Sessions and Support Groups
	There are knowledge sharing workshops (which mentors and protégés can attend separately) on a monthly basis.
	There are also support groups are for the mentoring pairs.
	Development Plan
	The Development Plan should be completed after each meeting.
	Knowledge and Research
	There is an online platform with useful articles, books, and accounts of practical experiences in the LMS.

Lesson	The Mentorship Program	
BLOCK ID	4.4	**BLOCK TYPE**	Divider > Continue

NOTES	CONTENT
	Continue button

Lesson	The Mentorship Program

BLOCK ID	4.5	BLOCK TYPE	Text and Knowledge Check

NOTES	CONTENT
	Text: **Development Plan** Check out and accept the Development Plan you are required to fill in after each session.

Lesson	The Mentorship Program	
BLOCK ID	**4.5**	**BLOCK TYPE**	Text and Knowledge Check

NOTES	CONTENT
	Text: I accept the Development Plan. Yes No Phases of the Mentoring Program Left: Ending Phase Middle Phase Initial Phase Right: Needs Analysis and Matching Pairs Training and Knowledge Sharing Workshops Closure and Evaluation

4.
The Mentorship Program

Lesson		Key Takeaways
BLOCK ID	**5.1**	**BLOCK TYPE**	Text with image

NOTES	CONTENT
Image on the left	Image: Text: 01. You understand the concepts of mentoring, a mentor and a protégé. 02. You understand how mentoring works. 03. You understand how the formal mentor program operates.