

Mentor's Guide for SmartSindh



A Detailed Playbook for Mentors Regarding Platform Usage

What is Mentoring?

Mentoring is a highly effective personal and career development practice, where somebody supports and guides another person towards their goals, sharing their relevant advice and experience along the way.

Mentoring has many benefits, for both the person receiving the mentoring and the person giving it. So it's no surprise that 71% of Fortune 500 companies have formal mentoring programs.

Today, mentoring is a process in which an experienced individual helps another person develop his or her goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities. Mentors also draw benefits from the mentoring relationship. As a mentor, you will have the opportunity to share your wisdom and experiences, evolve your own thinking, develop a new relationship, and deepen your skills as a mentor.

Who is a Mentee?

"A mentee is a self-motivated individual seeking to continuously promote personal development. A mentee recognizes personal strengths and weaknesses and actively seeks methods for personal growth. A successful mentoring relationship not only depends on the characteristics of the mentor but also on the characteristics of the mentee"

Characteristics of the ideal mentee include:

- Eagerness to learn
- Team player
- Patience
- Not afraid to take risks
- Positive attitude

Who is a Mentor?

A mentor is an experienced individual who helps another achieve his or her goals and develop as a person. The mentor may help the mentee (the person being mentored) develop specific job skills or leadership capacities. The mentor may work in the same organization, have experience in the mentee's organizational context, or have experience in the same field.

Introduction

This Quick User Guide will help you get the most out of your Mentoring experience, by helping you navigate your way through the SmartSindh mentoring platform. The goal of this Quick User Guide is to provide basic direction.

Getting Started for Mentors

Overview

Learn how you can use the SmartSindh mentoring platform to give back to your community!

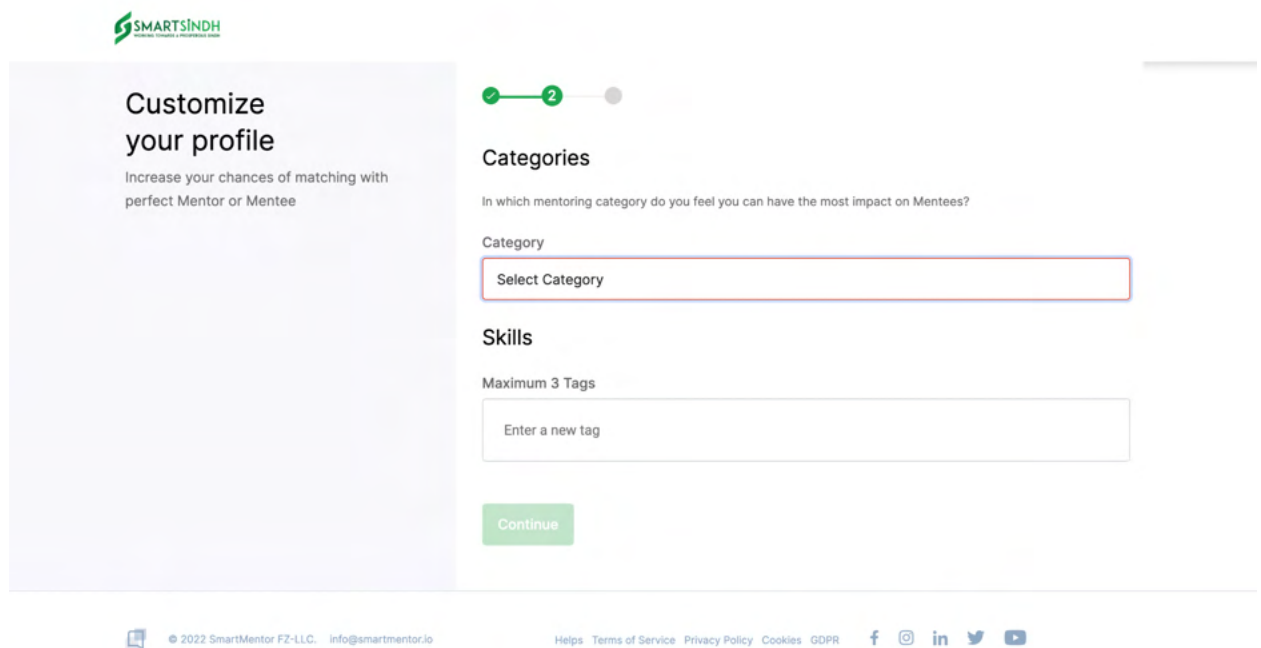
Step # 1: Create your account

Setting up your account is quick and easy! Once you do so, you'll be able to become a mentor.



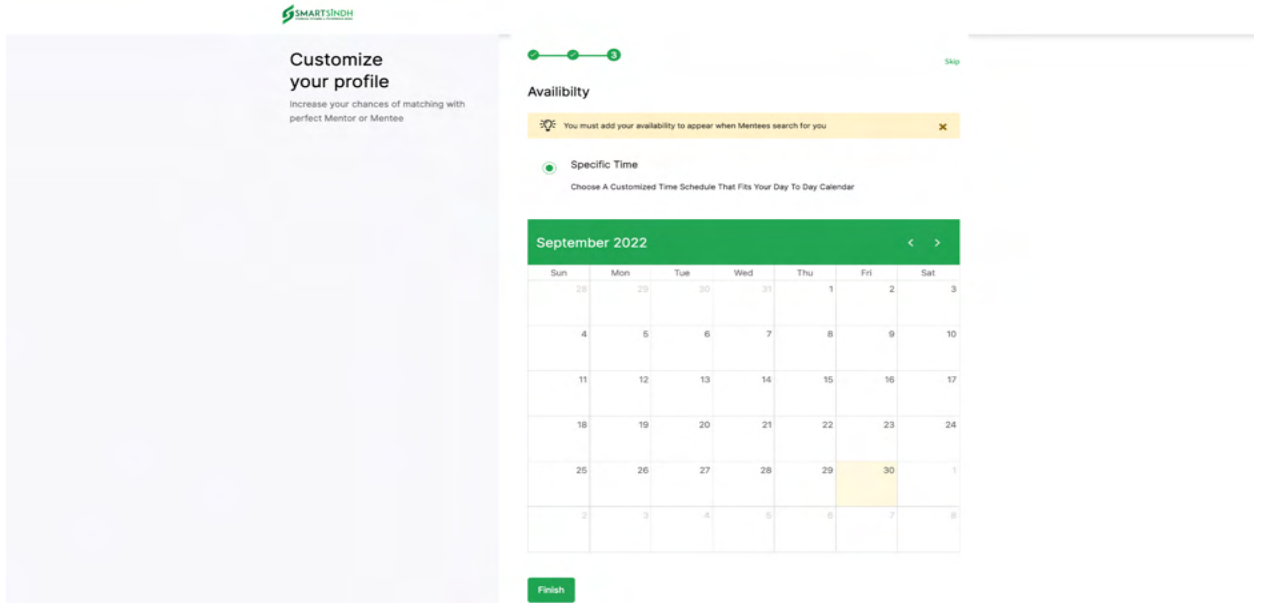
How to set up your account:

1. Visit the website and click on the register button in order to get registered
<https://smartsindh.com/>
2. Click the "Create New Account" button.
3. Enter your email address and proceed through the steps to fill out your details

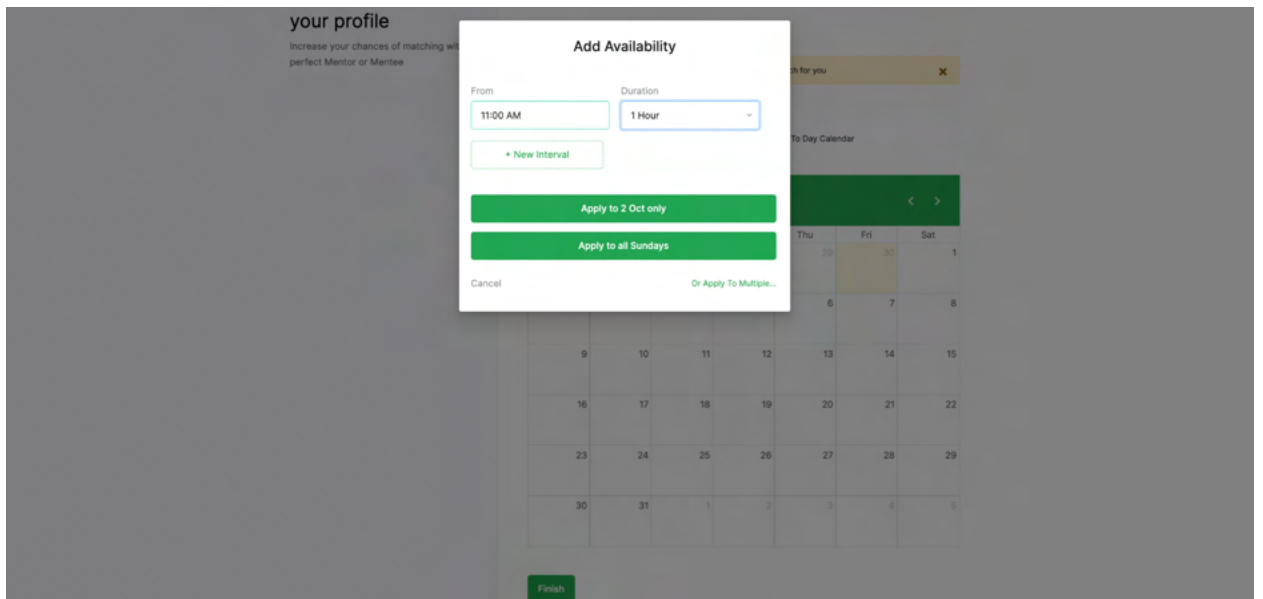


The screenshot shows the 'Customize your profile' page on the SMARTSINDH website. The page is divided into two main sections. On the left, there is a header with the SMARTSINDH logo and the text 'Customize your profile' and 'Increase your chances of matching with perfect Mentor or Mentee'. On the right, there is a progress indicator showing a green checkmark and the number '2'. Below this, there are two main sections: 'Categories' and 'Skills'. The 'Categories' section asks 'In which mentoring category do you feel you can have the most impact on Mentees?' and has a dropdown menu with 'Select Category' as the placeholder. The 'Skills' section asks 'Maximum 3 Tags' and has a text input field with 'Enter a new tag' as the placeholder. At the bottom of the form is a green 'Continue' button. The footer of the page contains copyright information for SmartMentor FZ-LLC, contact information, and links to various legal pages and social media.

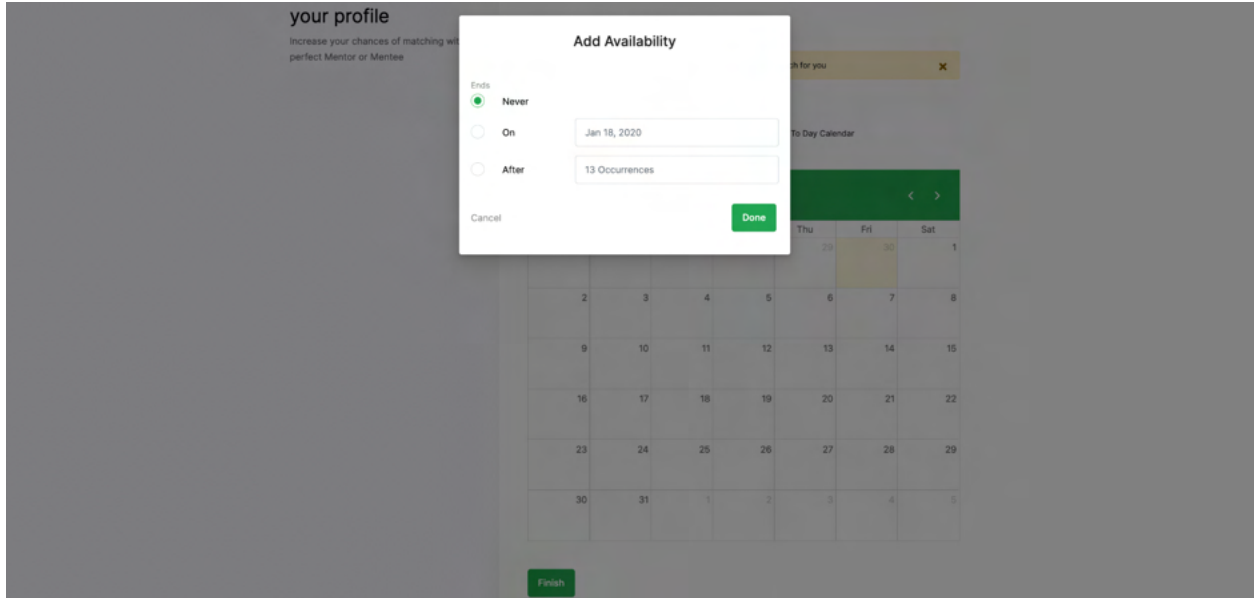
4. Select the 'Category' in which you will provide Mentorship.
5. Add your 'Skills' e.g. Career Counseling



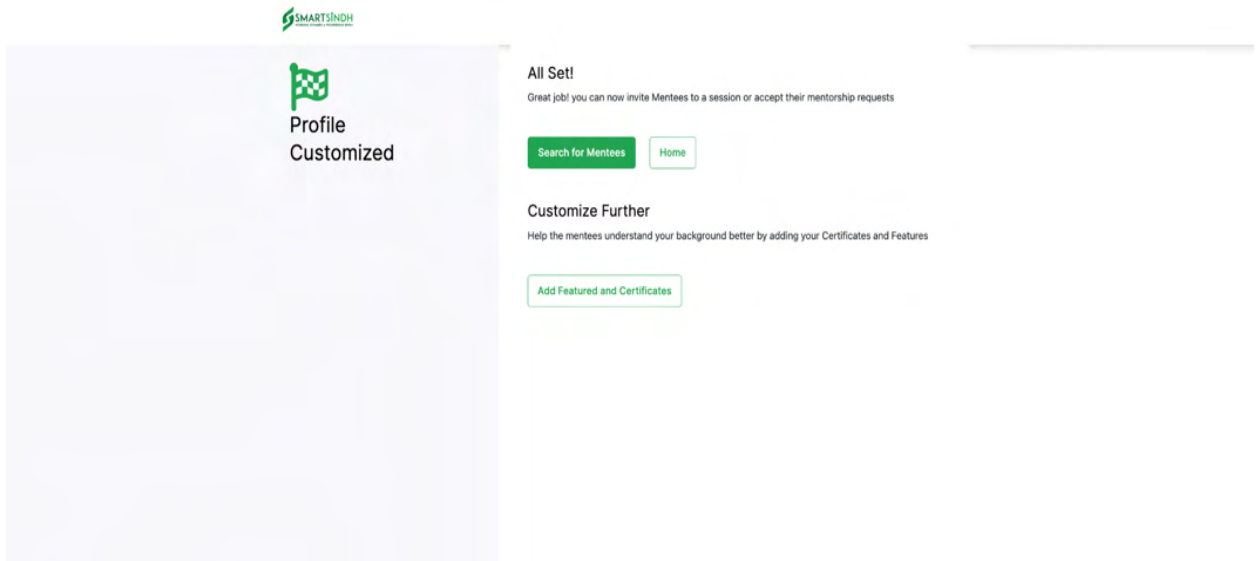
6. Select the days of Mentorship sessions as per your availability



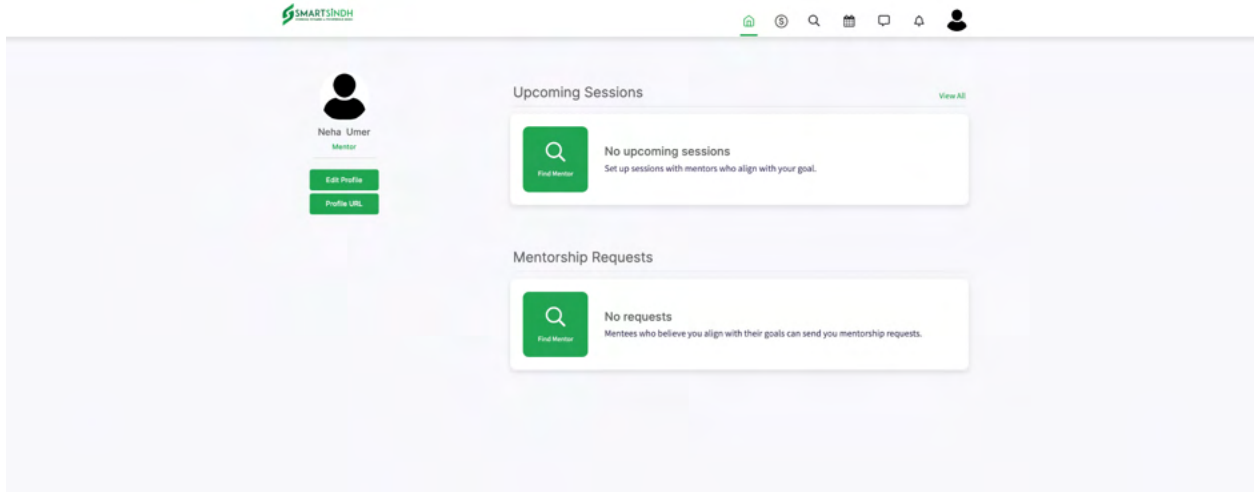
7. Select the time and duration of a Mentorship session and click on the 'Apply to all' option



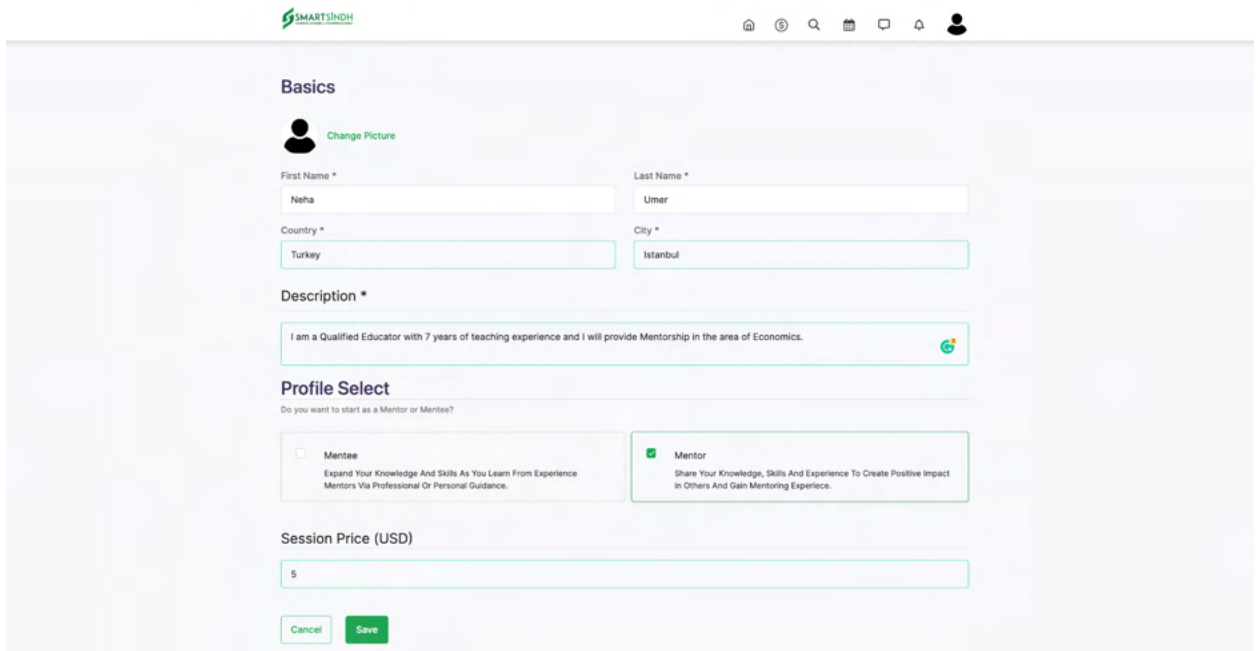
8. Choose the 'Never' option to provide recurring sessions, then save and click on 'Finish'



9. Click on 'Home' to return to your Homepage



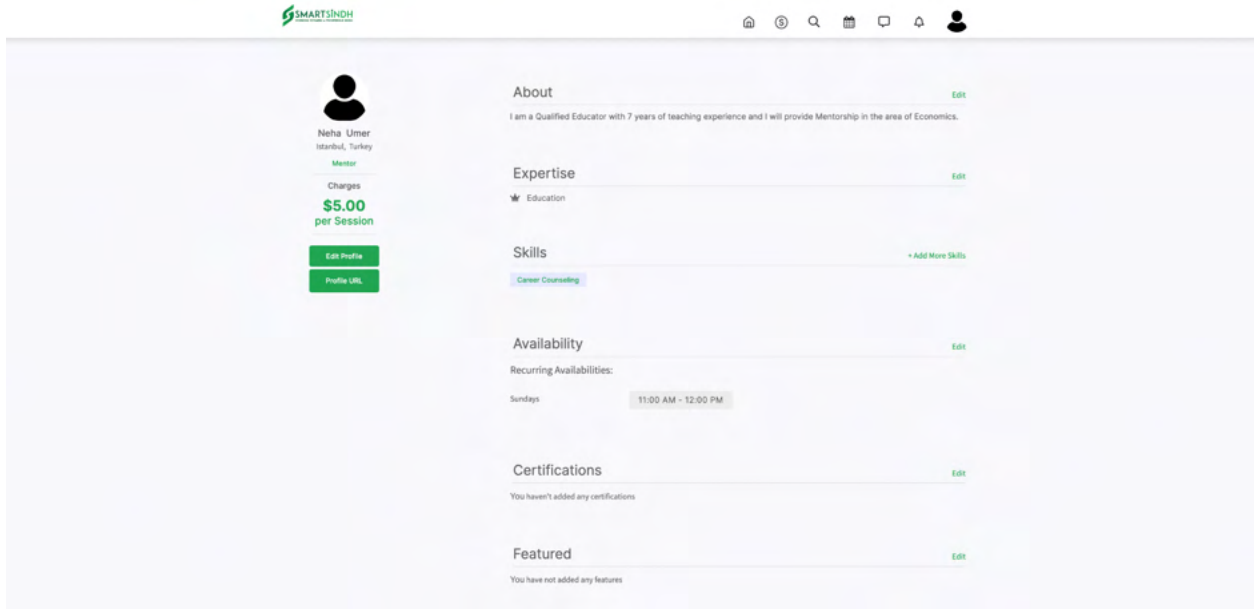
10. Click on 'Edit Profile' to customize your profile and add a profile picture



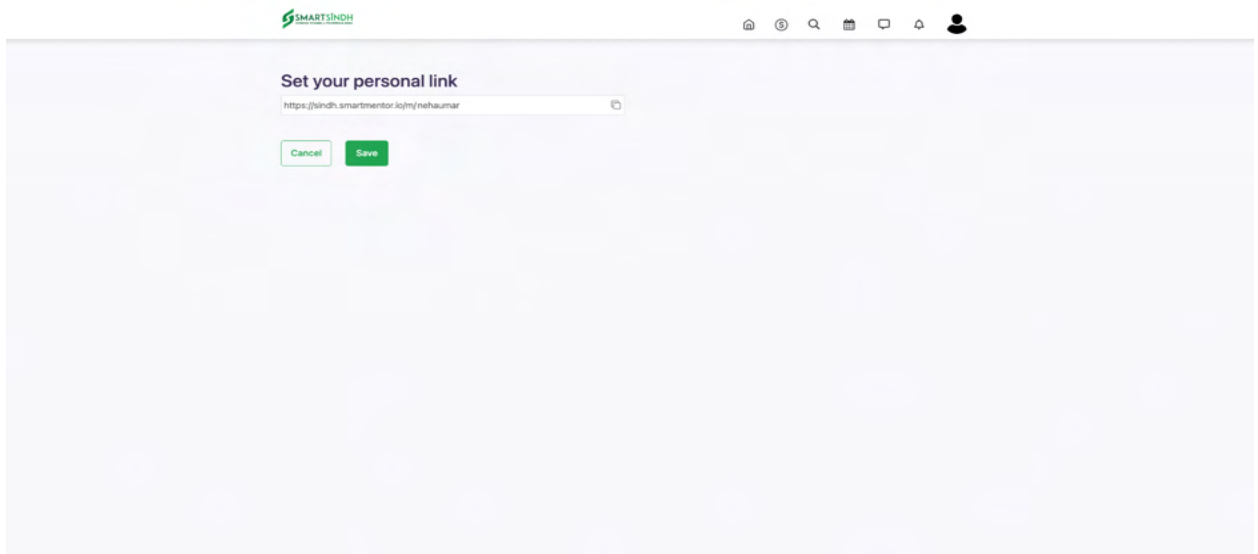
11. Proceed through the steps by filling out all your details as shown

12. Choose your account type as <Mentor>


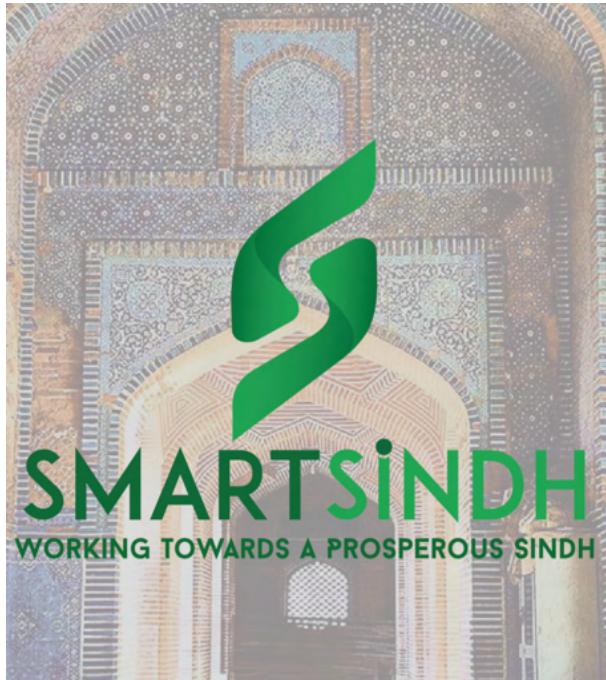
13. Add your session charges in USD (preferably ranging from 0-10 USD); then save



14. Next, click on Profile URL




15. Add your name by replacing the numbers and click on save. You may copy your URL and share it in groups and on social media so that mentees can directly click and book a session with you



Login

Email Address

Password

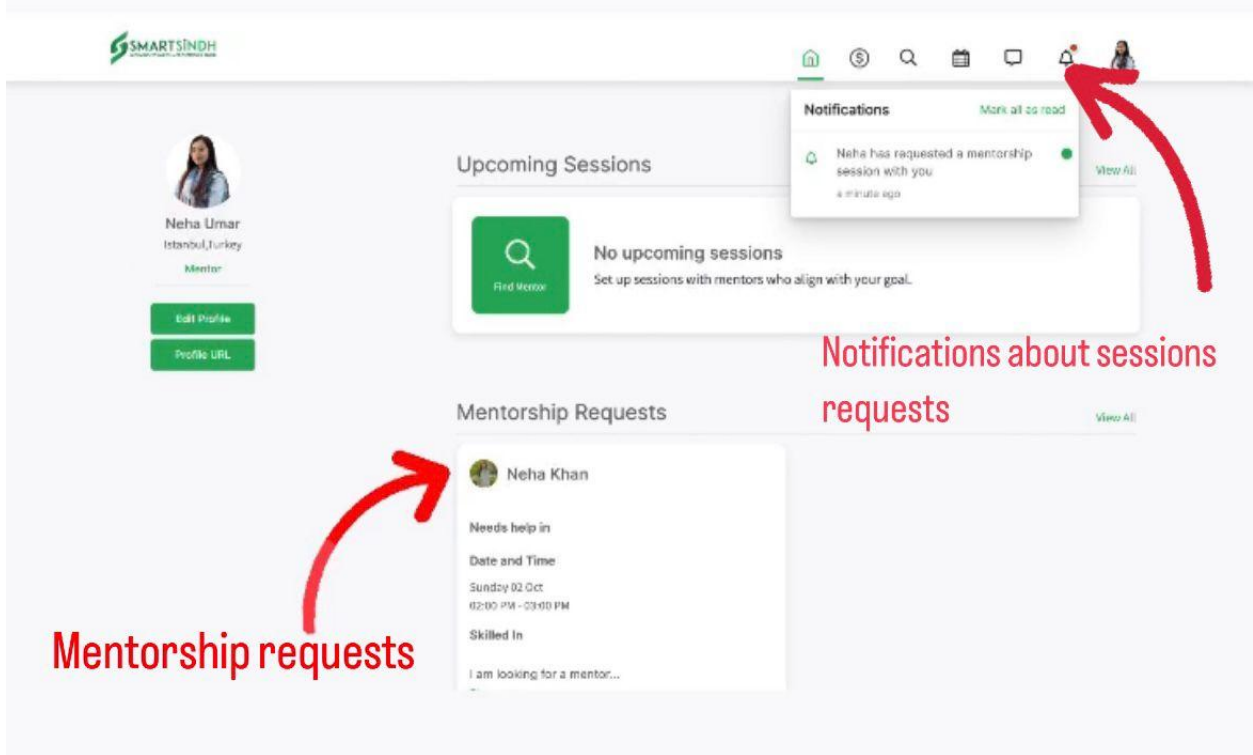
I'm not a robot  reCAPTCHA
Privacy - Terms

[Forgotten Password?](#)

Or

[You may skip the above steps if your profile has already been created or you signed up with a Google Form. In that case, you can login directly using your email address and password **Smartsindh123** using the given link <https://sindh.smartmentor.io/onboarding/sign-in>]

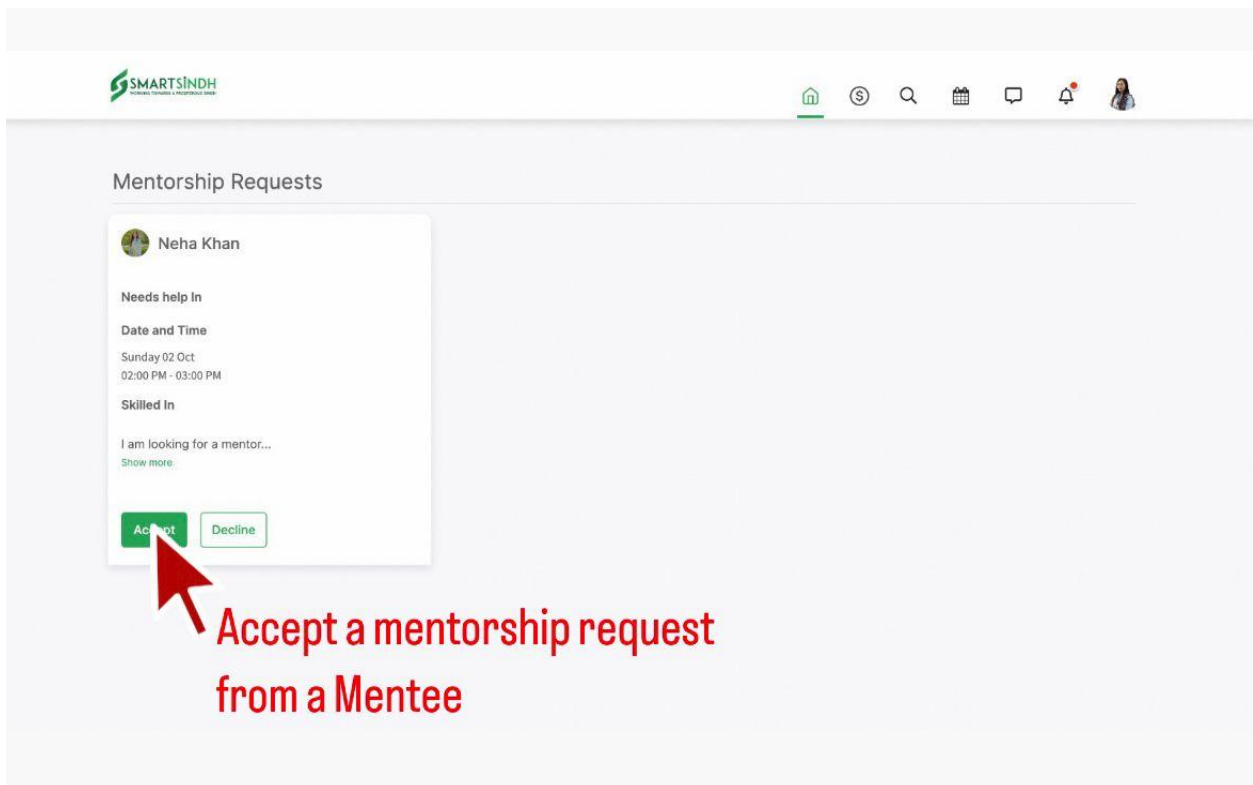
Step # 2: Accept Mentorship Requests by Mentees and Connect with them



The screenshot shows the SMARTSINDH dashboard. On the left is the profile of Neha Umar, a Mentor from Istanbul, Turkey. The main content area is divided into two sections: 'Upcoming Sessions' and 'Mentorship Requests'. The 'Upcoming Sessions' section shows 'No upcoming sessions' with a 'Find Mentor' button. The 'Mentorship Requests' section shows a request from Neha Khan for Sunday, 02 Oct, from 02:00 PM to 03:00 PM. A notification dropdown is open in the top right corner, showing a message: 'Neha has requested a mentorship session with you' with a 'View All' link. Red arrows point from the notification to the 'Mentorship Requests' section and from the 'Mentorship Requests' section to the 'Accept' button in the second screenshot.

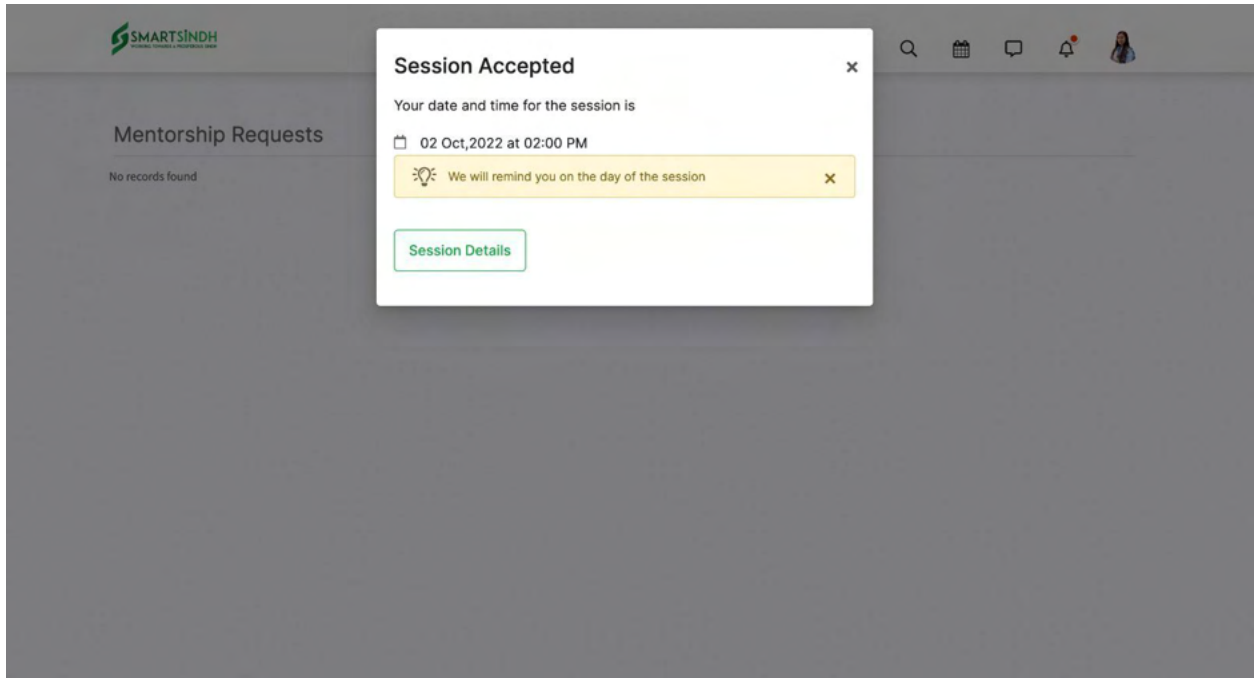
Notifications about sessions requests

Mentorship requests

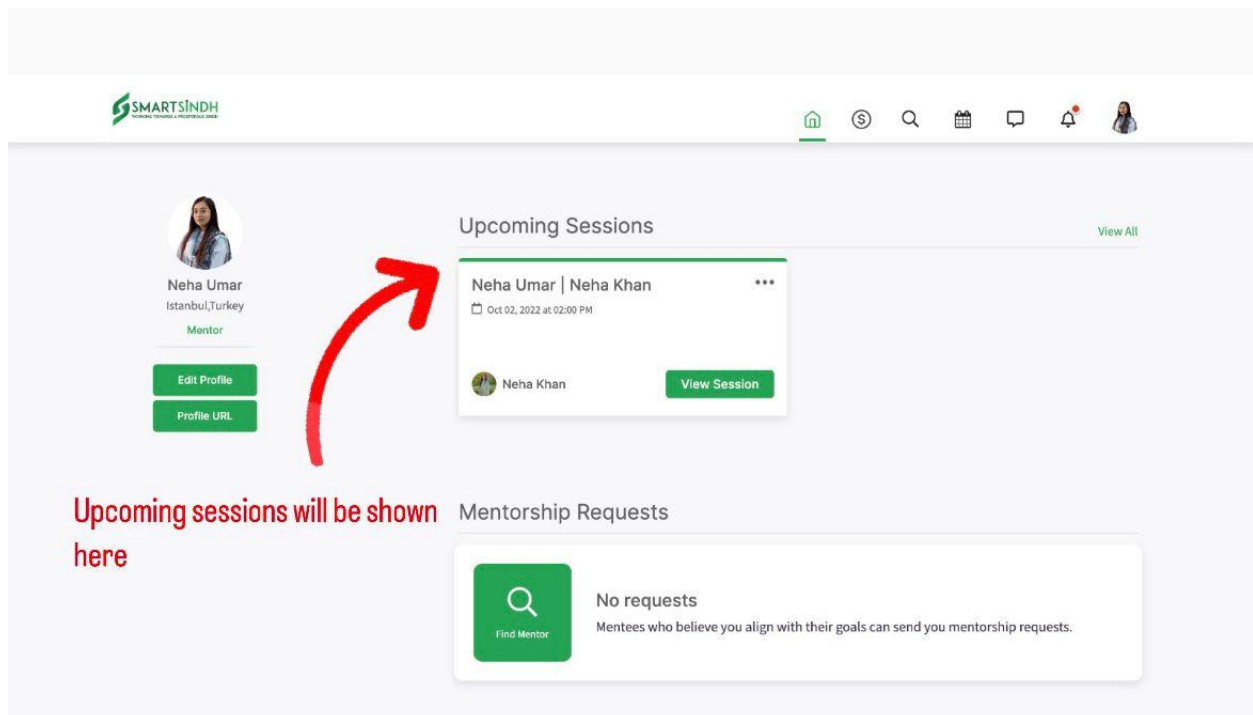


This screenshot is a closer view of the 'Mentorship Requests' section. It shows the request from Neha Khan with the following details: 'Needs help in', 'Date and Time: Sunday 02 Oct, 02:00 PM - 03:00 PM', and 'Skilled in: I am looking for a mentor...'. At the bottom of the request card, there are two buttons: 'Accept' (highlighted in green) and 'Decline'. A red arrow points to the 'Accept' button.

Accept a mentorship request from a Mentee



You will be receiving the details regarding a mentorship session soon after accepting the mentorship request



Meeting with a mentee - Join!

You can see all your upcoming sessions on your home page. 10 minutes before your session you will receive a notification with a join now button you can directly join your session from there. You can suggest a new time for the session if you are not available for the time the mentee sent you a request.

Moreover, you can directly communicate with a mentee by sending a message from the messages tab.