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.

<p align="center" style="color:green">Getting Started for Mentors</p>

Overview

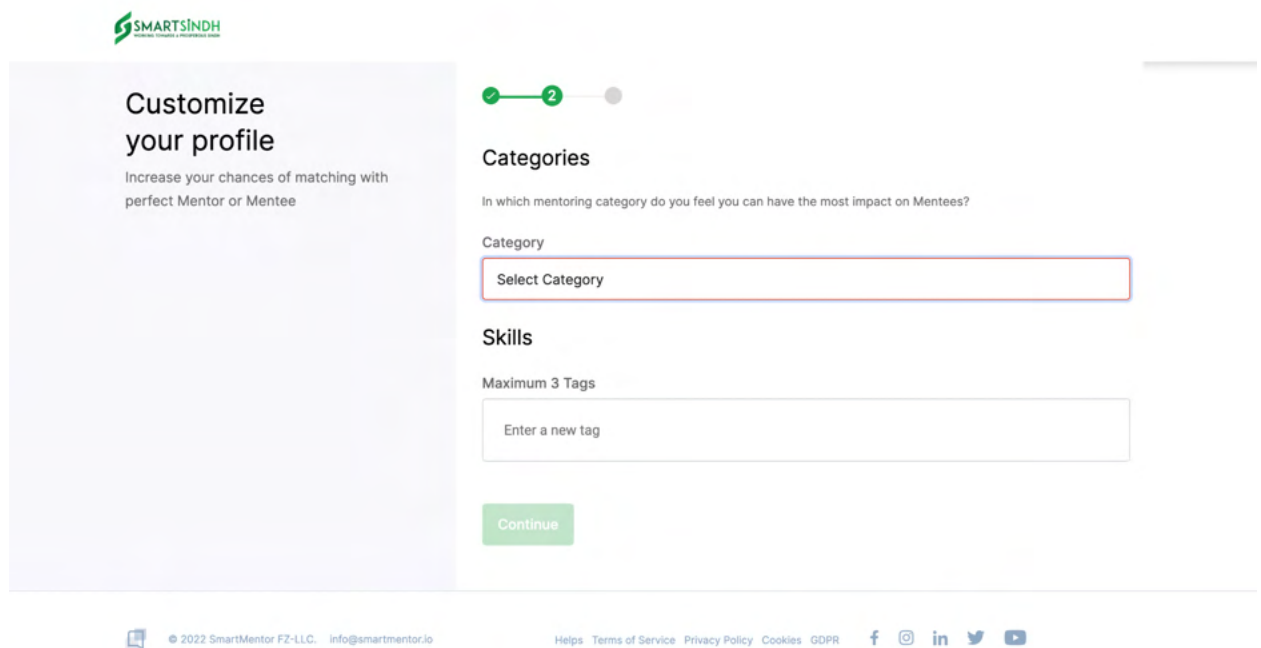Learn how you can use the SmartSindh mentoring platform to give back to your community!

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.
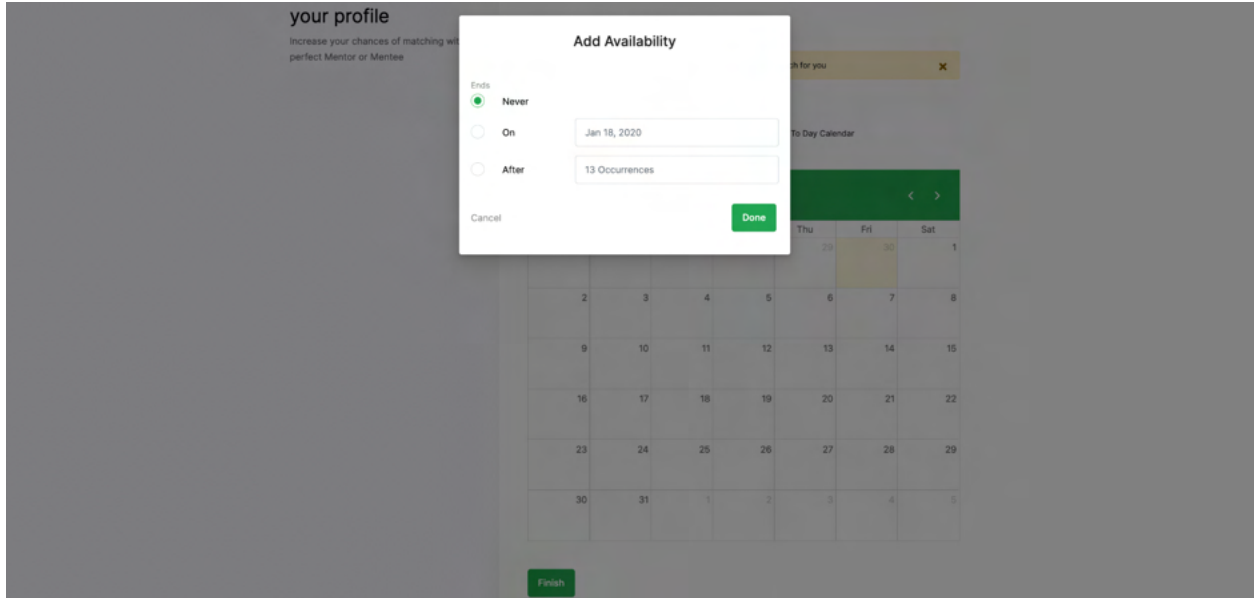3. Enter your email address and proceed through the steps to fill out your details

4. Select the 'Category' in which you will provide Mentorship.
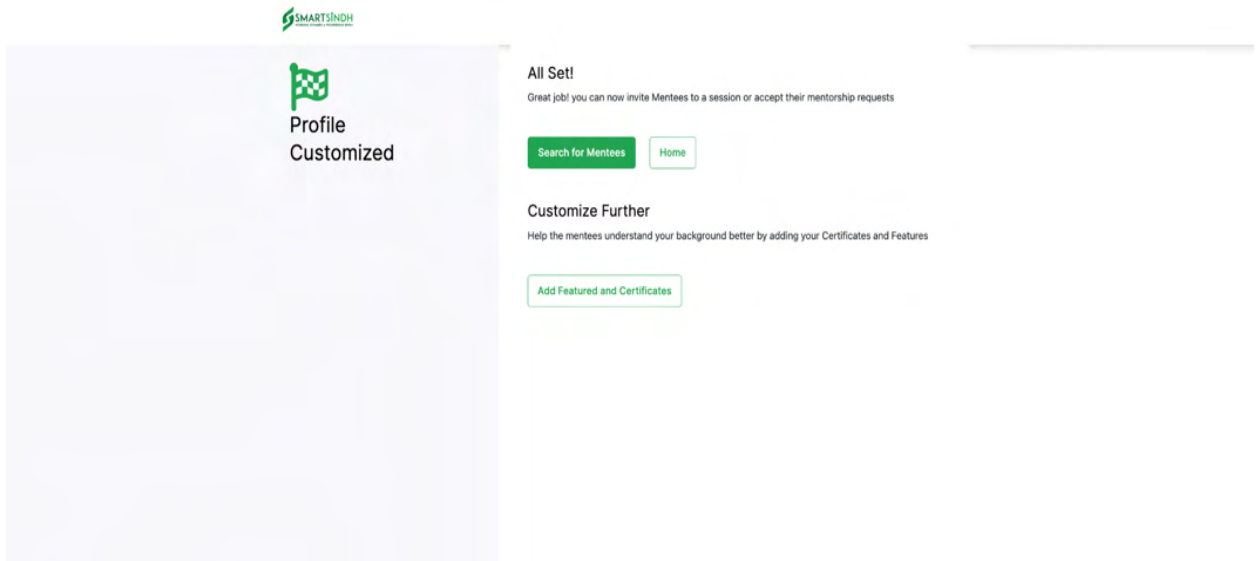5. Add your 'Skills' e.g. Career Counseling
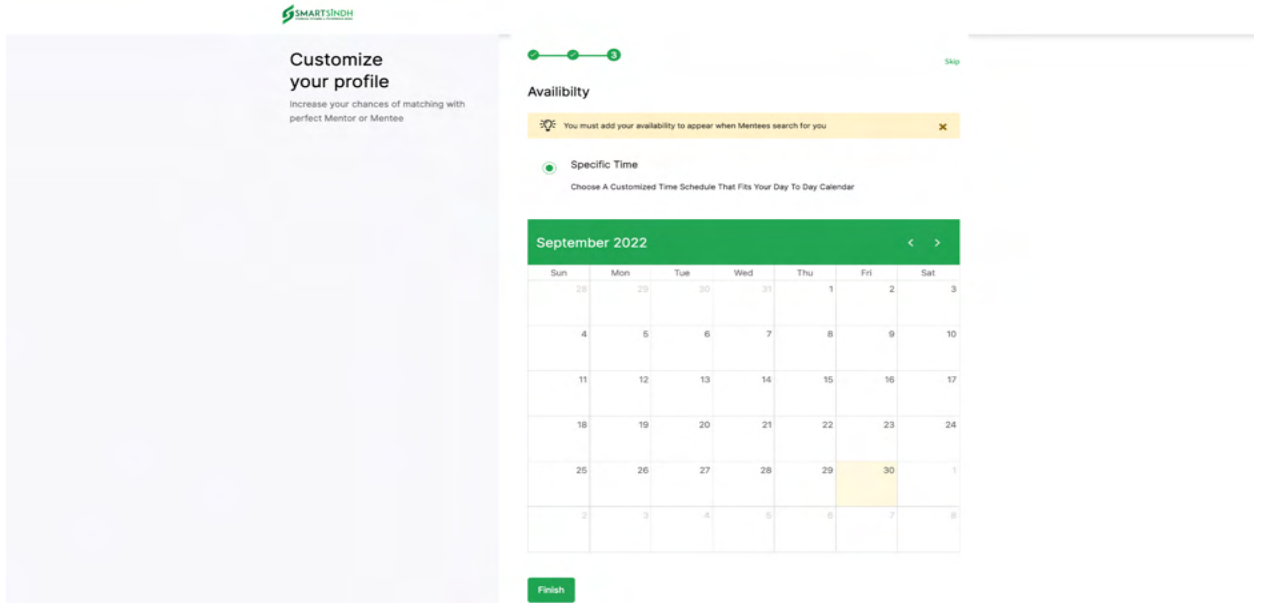
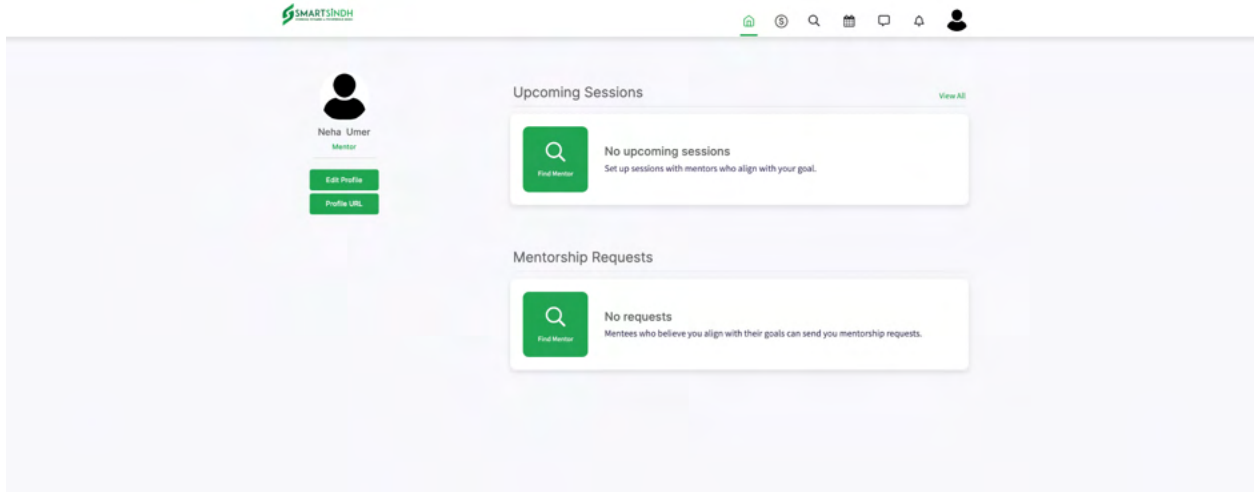6. Select the days of Mentorship sessions as per your availability
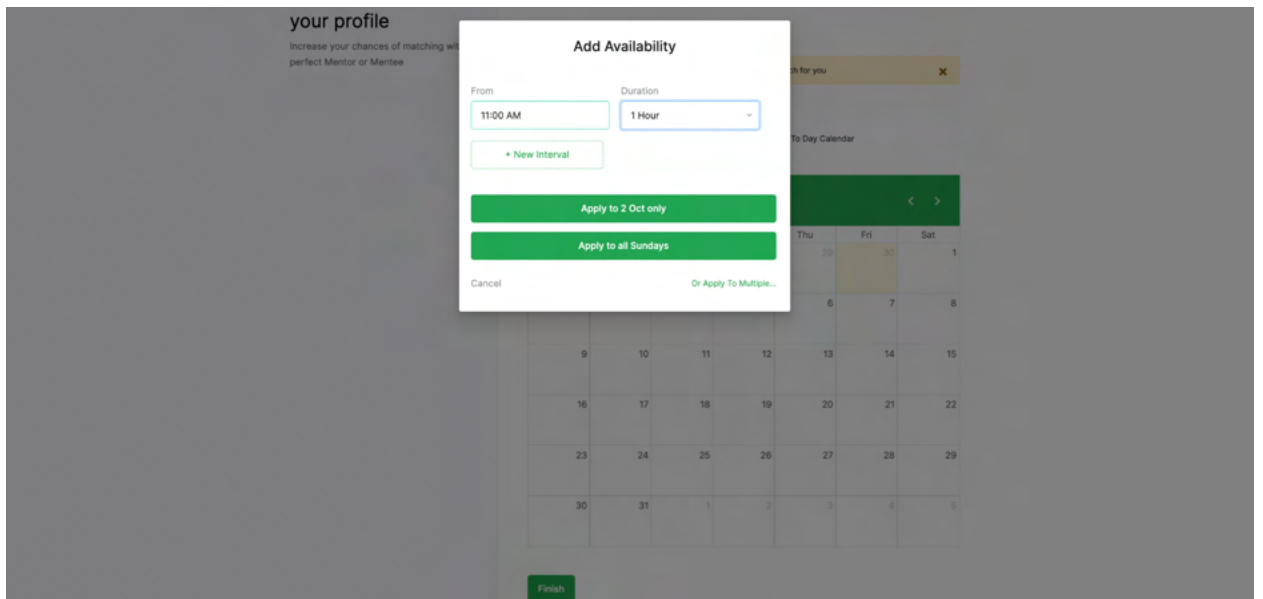
7. Select the time and duration of a Mentorship session and click on the 'Apply to all' option

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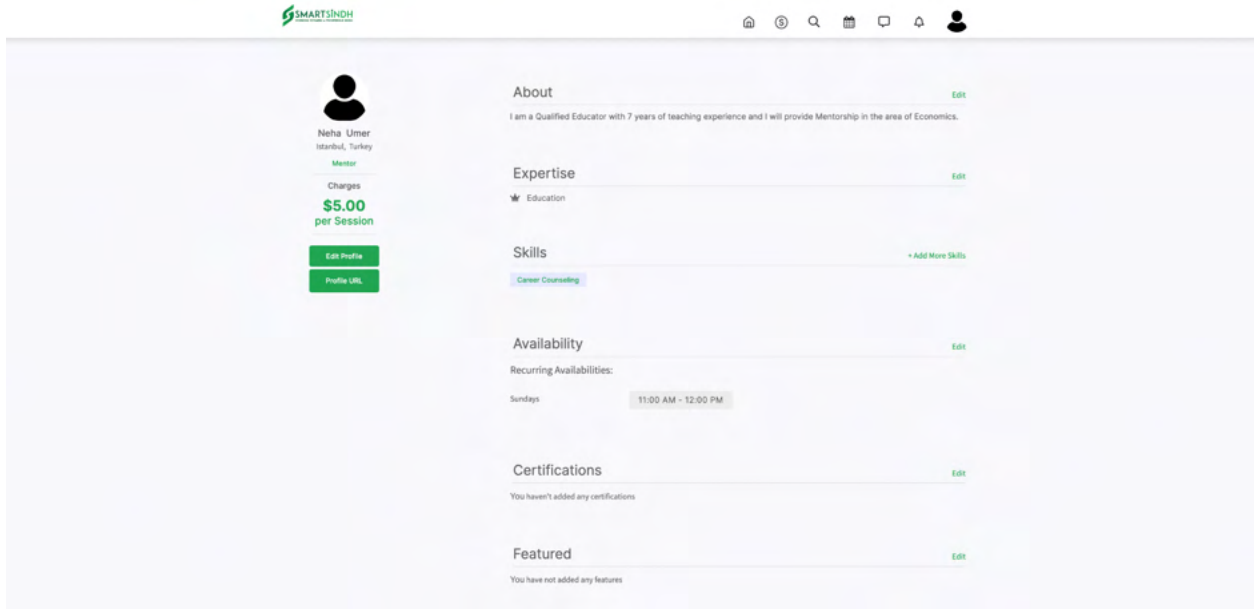

9. Click on 'Home' to return to your Homepage

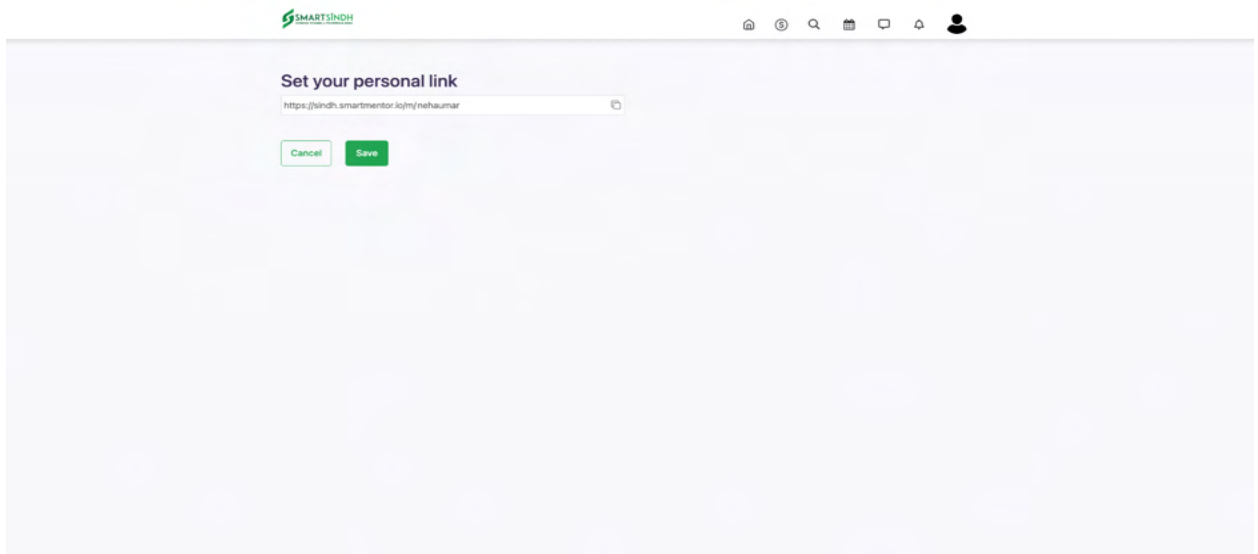10. Click on 'Edit Profile' to customize your profile and add a profile picture
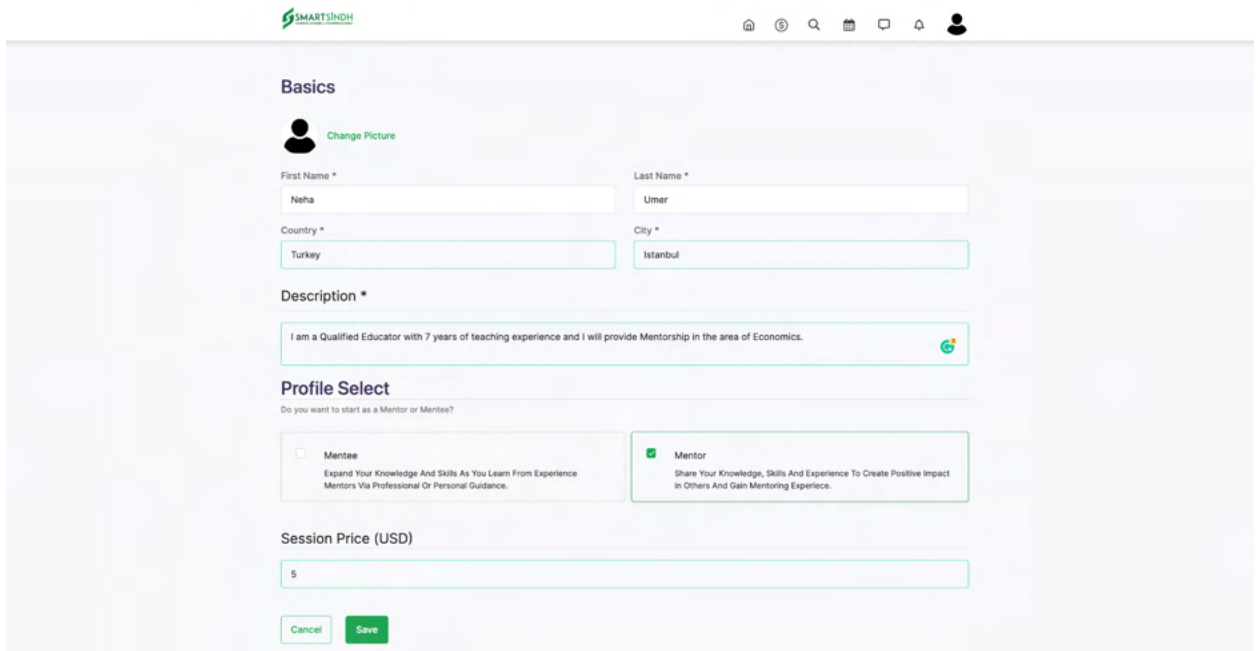
11. Proceed through the steps by filling out all your details as shown
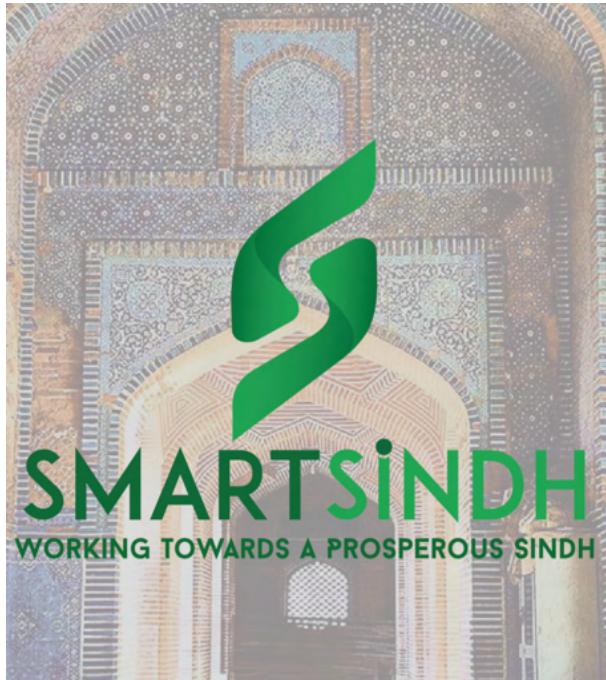12. Choose your account type as <Mentor>
13. Add your session charges in USD (preferably ranging from 0-10 USD); then save

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

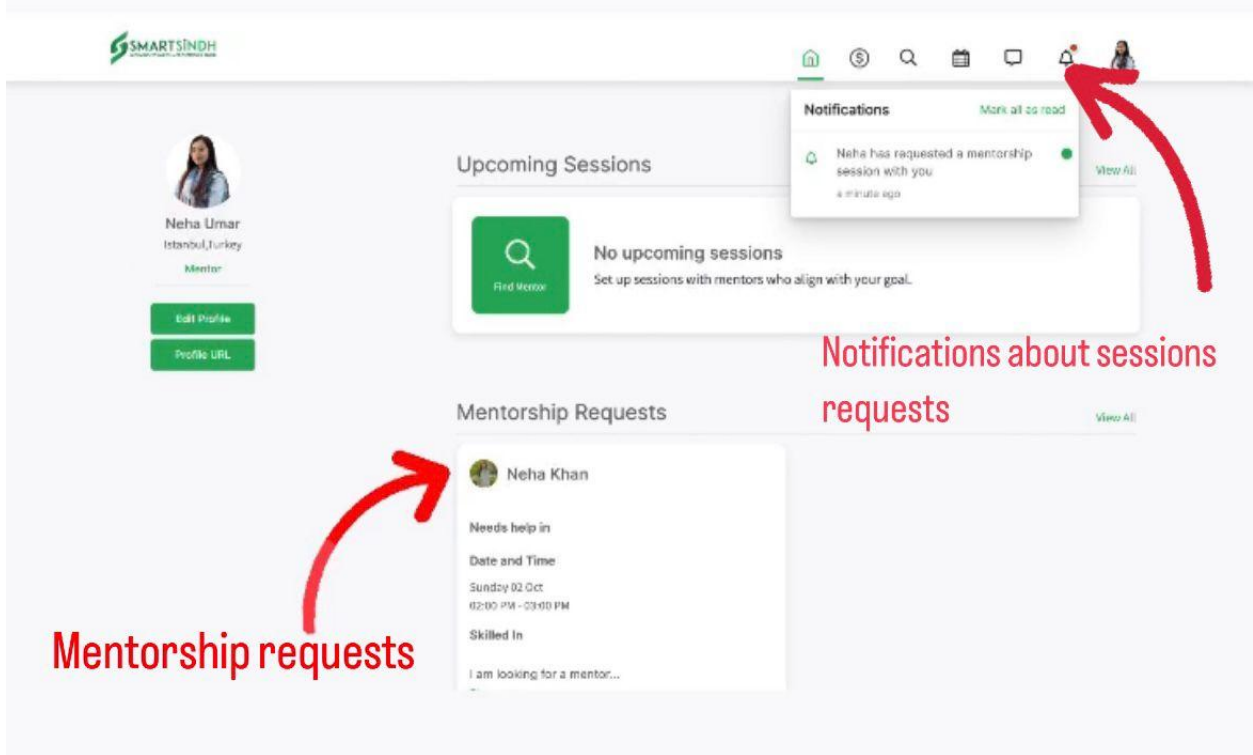[You may skip the above steps if your profile has already been created or you signed up with a Google Form. In that case, you can login directly using your email address and password **Smartsindh123** using the given link https://sindh.smartmentor.io/onboarding/sign-in]
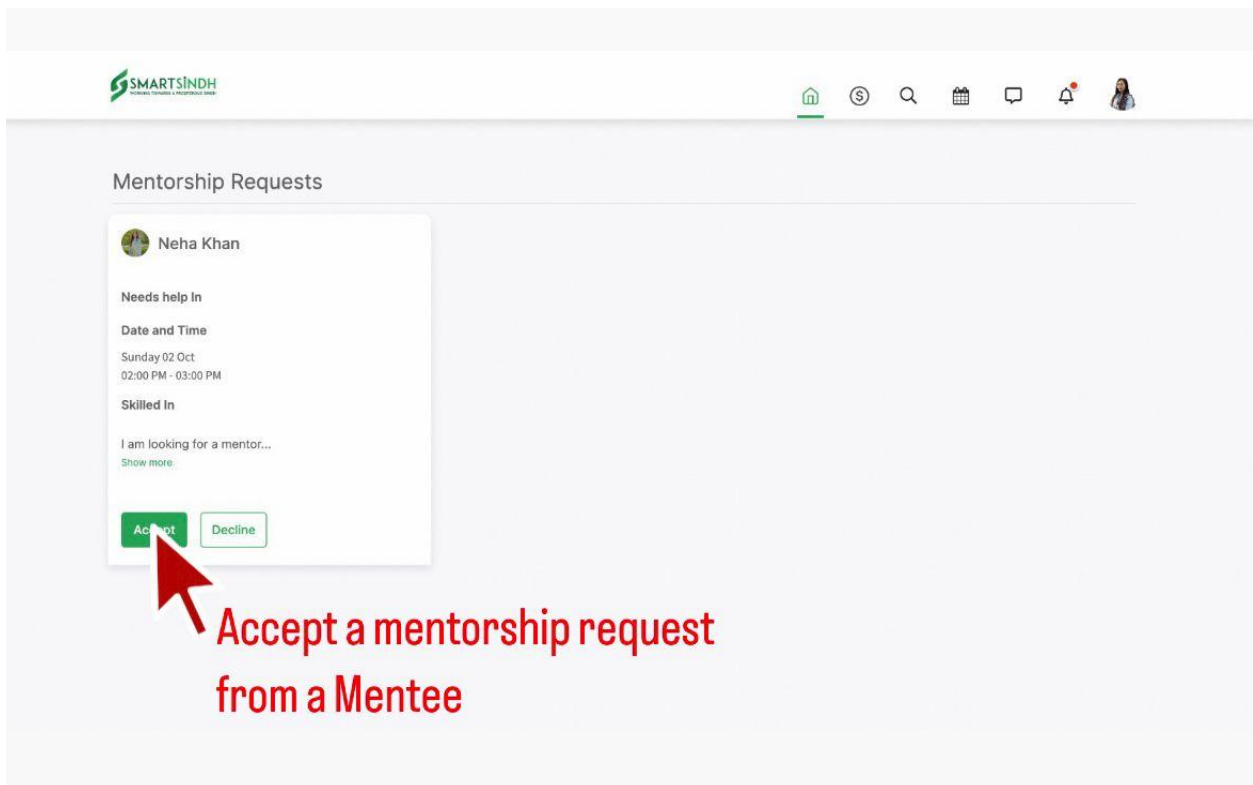
Step # 2: Accept Mentorship Requests by Mentees and Connect with them

Notifications about sessions requests

Mentorship requests

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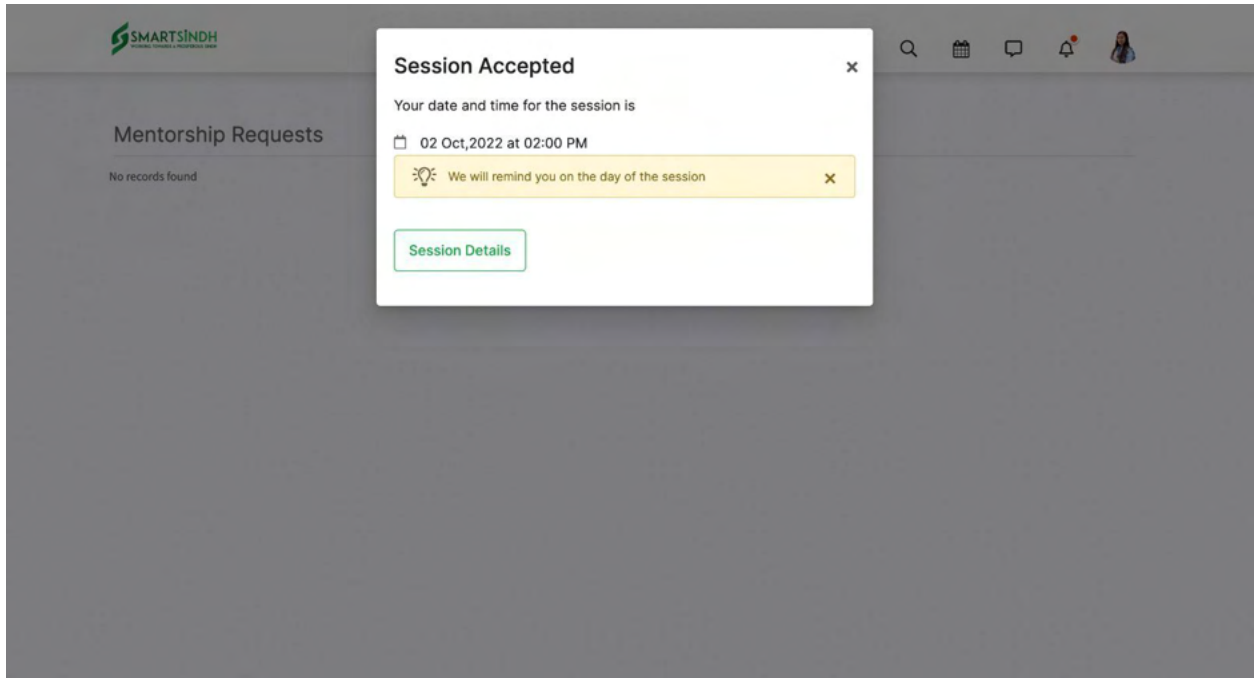
You will be receiving the details regarding a mentorship session soon after accepting the mentorship request

Upcoming sessions will be shown here
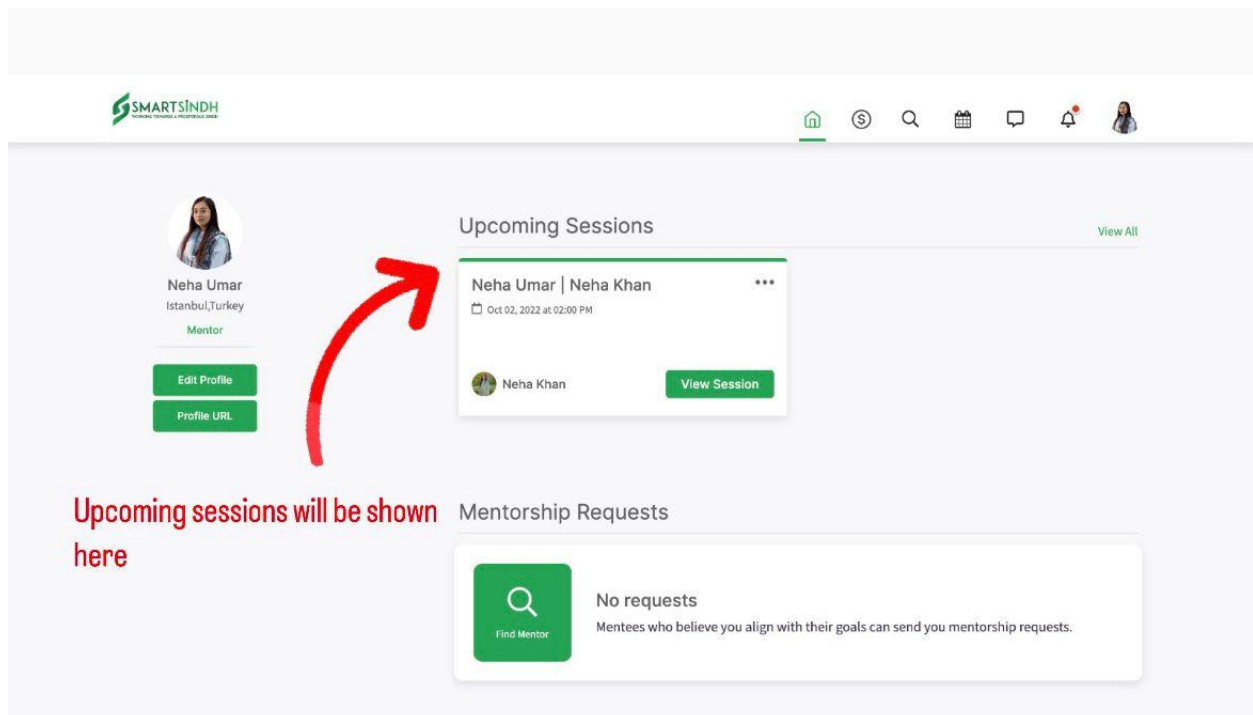
Meeting with a mentee - Join!

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.