



# Get Started Today!

## **Step 1:** Watch Orientation.

Orientation will cover everything you need to know to get the most out of your mentoring experience and how to access available resources.

## **Step 2:** Take the Assessment

Below the orientation video on your landing page, you will find the link to take the assessment. By completing this assessment, you will outline your goals for participation and choose the topics you wish to work on as you participate in the Engage Mentoring Program. You will be asked to choose 4 topics you wish to reflect on with a mentor during the course of the program in 3-month rotations. You have the opportunity to work with up to four mentors each year to learn more about the topics you choose.

## **Step 3:** Create Your Mentoring Profile.

Once you have completed orientation, it is time to set up your mentoring profile. Once your profile is approved, be sure to list hours of mentoring availability so others can select you as their mentor.

## **Step 4:** Sign up for “Developing Your Mentoring Strategy”

This course will cover the topics to consider discussing or sharing with your mentor and you will build a personal mentoring strategy based on your developmental needs. You will also cover the concept of having a “Personal Board of Directors”, why one is needed, and how to create one most effectively to help propel you to success.

## **Step 5:** Select your first mentor.

Once you have completed the Developing Your Mentoring Strategy course, it is time to select your first mentor. Use the software tool to select your mentor schedule your first mentoring sessions. Each engagement is for three sessions over the course of three months. Sessions are usually conducted by phone, but program participants are encouraged to use Skype or get together in person, where possible.

## **Step 6:** Complete your mentoring coursework.

In order to receive your Mentoring Certificate of Completion, you must complete three additional courses: Propelling Your Career with Mentors and Sponsors, Learning to Lead Through Mentoring, and Networking with Intention. These courses may be accessed through the on-demand learning library, found under the Resources tab in the mentoring software, or by signing up for live sessions. In addition, you should continue to select mentors throughout the year. As a program participant, you have the opportunity to connect with up to four mentors each year.