Teach2Give Cohort Mentoring

12 Week Semester

Meeting bi-weekly - 30 minutes / session

45-60 min

# Terms

**Attachment** - FIRST; similar to a Capstone project in a US university, a business oriented project to apply what they've learned in their

**cohort** - SECOND; approximately 25 students going through a class, post Attachment; (i.e. individuals have -normally- already completed Attachment

**Hired Professional** - THIRD;

# Overall Goals

Key goal: that they get hired

After discussions with hiring managers (which needs to occur each semester), Key selection criteria include:

* **Time Management:**  If a candidate shows up late for the interview, they're done. 50% or more are late for their interview. Stress WHY it's important to be on time: respect, productivity, cost/profit based on billed hours
* **Passion:** learning passion, does the candidate demonstrate a passion for technology? Will they be driven to learn new things? Will they explore? How much energy do they have?
  + Initiative: candidates should go beyond what is taught in class. If they learned basic principles, did they go beyond and begin learning more complex principles
  + Learning on their own time: Did the candidate continue learning on their own hours? Were they resourceful in learning and trying different resources?
  + Personal Projects: Did they create personal projects to demonstrate and showcase their skills? Is their Github portfolio well documented and organized?
* **Fitting into a team:** Did the candidate work solo or did the candidate support the team? Did they help others? encourage others? Did they complete tasks with collaboration?
* **Technical Skills:** Candidates must be able to pass technical tests. Can they demonstrate their knowledge? How are their cohort grades (from the trainer). Is code documented? no unnecessary libraries. deadlines met. requirements satisfied. Have they gone beyond the minimum? E.g. error handling, extra features, performance considerations. Review their grades each week.
* **Problem Solving Skills:** Can the candidate apply technical knowledge to solve problems? What problems did they solve during the cohort? Did they solve problems methodically?
* **Communication Skills:**
  + Speaking to Kenyans: Does the candidate communicate confidently with other Kenyas
  + Speaking to Americans: Does the candidate communicate with Americans confidently
  + Speaking to a group: Are they willing to speak to a group? how are their video conf skills?

# Bi-weekly Meetings

These are suggestions - meant to make it easier. We will be updating this frequently as we learn. So, we encourage your feedback and suggestions. Send feedback to Wilfred.

## **Session 1**

### Objective

introduction, help them to understand the goals/objectives

Asking goals is important- many people don't have goals identified, or written down.

Asking them to write goals greatly increases the probability of acheivementt. Make sure the mentee takes goal achievement as a part of their follow up.

Challenges: Identify and overcome challenges. Sometimes they can't fully express their challenges. This is important to be vulnerable to share their issues. IF they feel safe to give voice to their biggest challenges they can work through them. Possible challenges include - living situation, computer limitations, transportation, understanding a specific subject.

What skills do you want to develop? Many don't know where to start, skills development is key. Don't be surprised they aren't sure. Help guide them in a direction that aligns with their goals and skills needed.

How can I support you? It's important to be seen as a person. Mentoring helps people be felt seen. Create safe place to be vulnerable.

### Homework Review

there is no homework to review yet

### Discussion Suggestions

What is a successful life? How does career fit into that view?

Are there specific things they want to gain in the mentoring relationship?

* explain that scheduling is THEIR responsibility
* explain that their success is also THEIR responsibility
* you are offering to help but they need to take ownership

Introduction

* what is their degree
* what are they learning in the cohort
* what is the learning environment: learn, apply, feedback
* what are their career goals
* talk about what your going to cover
  + life goals
  + communication
  + feedback
  + personal project to demonstrate learning
  + interview prep
* talk about personal project
  + they need a github account
  + pick a project to demonstrate and extend learning
  + tip: do something related to a hobby - examples:
    - book reviews
    - movie reviews
    - music reviews

The personal project should be SIMPLE - we have no interest in a complicated project. This project will:

* give them an opportunity to extend learning
* demonstrate skills
* demonstrate passion
* demonstrate they can finish a project - again, that's why SIMPLE is SMART!

### Homework Assignment:

1. write 3-5 sentences what they think a successful life would look like
2. have them schedule the next mentoring meeting
3. have them write out some end goals for the cohort experience
4. pick out a personal project - something on which they will apply learning

## **Session 2**

### Objective

Begin making them comfortable with you and communicating; begin working on

goals and achievements to pull out of the Attachment (cohort) program

### Homework Review

1. Review Grades
2. Have them share their answer to the question, what is a successful life
3. What is their personal project

### Discussion Suggestions

tell me about yourself in 5 minutes

Why should the Jitu hire you?

* at this point, you are just getting the mentee to think about it.
* how do they want to answer the question in 9 week?
* how should they prepare for that now?

#### Personal Project

Discuss how the importance of a Github portfolio - do show how they went beyond the class and how they applied concepts to another use case

Have mentee map out a project plan

- e.g. design user experience, program the user interface, develop the backend;

- talk about Milestone 1 - recommendation: design the user experience for

### Homework Assignment

1. bring a graded assignment to review the feedback
2. begin a github portfolio
3. begin a personal project
   1. milestone 1, e.g. design the user interface or user experience
4. for next session - tell me about your hobby
5. for next session - give me an example of how you helped someone else in your cohort demonstrating that you are working as a team

## Session 3

### Objective

half way - they should have Github portfolio and a personal project started; Look for key areas to improve. Their grades should all be 3/4/5. Homework Review

Review graded assignment

* What was at the core of what they did right?
* What can they do better?
* What was learned?

Review Github project

* Does it exist?
* Is it organized, documented - if a hiring manager looks at it, will it leave a good impression?
* Did they complete the 1st milestone?

Discuss example of helping another cohort member

### Discussion

Where are they falling behind? Consider the hiring criteria stated above. Do they have examples in at least half the areas? Identify areas where you can direct them to focus and seek examples (e.g. helping others in class).

#### Communication Practice

* tell me about your hobbies
* what are your career aspirations

Are you demonstrating leadership?

* presenting
* taking the initiative
* helping others

Topics they would like to discuss

### Assignment

1. Demonstrate a user interface in their personal projet

## Session 4

### Objective

A plan to finish strong on the personal project

### Homework Review

Review grades

Have them demonstrate the work they did on their personal project

### Discussion Suggestions

#### Communication Practice

Focusing on gratitude - have them describe the cohort experience thus far - what they've learned emphasizing that they show gratitude for the opportunity

#### Personal Project

Discuss a plan for finishing their project

* total completion is not critical
* however, they should be able to:
  + plan
  + set goals
  + communicate their plan

Completion may be as simple as just completing the user interface and never touching the backend.

### Assignment

Complete next milestone in their project - a typical milestone should be 2-4 hours of work.

Progress on a personal project demonstrates:

* passion
* learning beyond the book
* ability to plan work and execute
* willingness to go beyond expectations

## Session 5

### Objective

Interview preparation

### Homework Review

* Review project
  + present project
  + what did they learn by doing the project?
* Review Grades

### Discussion Suggestions

Communication Practice:

Interview Practice

* What did you gain from the cohort experience?
* What is your dream job?
* What are your strengths - give examples where those strengths were apparent
* What abilities do you want to improve? how are you improving them?
* Why are you a good fit for this job?
* Describe examples of working as a team.

Topics they would like to discuss

### Assignment

continue to refine interview answers

## Session 6- Role play activity: final interview questions

### Objective

Wrap up

### Homework Review

homework review is part of continued interview practice

### Discussion Suggestions

feedback on mentoring

* did mentoring achieve their goals?
* do they feel better prepared
* do they have suggestions

FINAL - Interview preparation cover any prior weaknesses

* tell me about yourself
* what are your career aspirations
* what did you learn in the cohort
* how did you demonstrate gratitude
* how did you help others (perform as a team)

role play interviewing

* remind them to be on time (early)
* remind them to be confident

(You, the mentor,) Please provide feedback to Teach2Give leadership

* was this guide helpful
* what changes should we make to improve the program