Teach2Give Cohort 8-week Intern Mentoring Guide - draft 3

Duration: 8 Weeks
Program Focus Areas: Salesforce Admin, Databricks Associate, Tableau Certifications
Program Goals: Develop mentees' technical skills, communication and interviewing abilities, career planning, and professional readiness.

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1. Mentorship Overview and Purpose

This mentorship program aims to support mentees in gaining the necessary skills and experiences for a successful career. By fostering weekly engagement, mentors and mentees collaboratively work toward enhancing professional development, setting career goals, and refining practical and soft skills.

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2. Weekly Milestones and Goals

Mentors will guide mentees through eight weeks of milestone-based activities, with weekly 1-hour meetings to address challenges, set goals, and review progress. Each week focuses on achieving specific goals, providing a clear structure for both mentors and mentees.

Weeks 1-2: Goal Setting and Communication Skills

- **Weekly Meetings:** Discuss mentee's career objectives, strengths, and areas for improvement.

- **Milestones:** Set SMART goals with mentees, introduce effective communication strategies.

- **Tasks:** Create a weekly communication plan with mentees, focusing on active listening, clear messaging, and confidence-building.

Weeks 3-4: Career Planning and Resume Building

- **Weekly Meetings:** Review progress on communication skills and initial project tasks.

- **Milestones:** Guide mentees in constructing a career plan and drafting a professional resume.

- **Tasks:** Assist mentees in defining their career path and aligning their resume with industry standards.

Weeks 5-6: LinkedIn Networking and Professional Profile Development

- **Weekly Meetings:** Discuss best practices for professional networking.

- **Milestones:** Establish a LinkedIn profile, connect with industry professionals, and seek recommendations.

- **Tasks:** Coach mentees on personal branding and expanding professional networks.

Weeks 7-8: Interview Preparation and Job Search Techniques

- **Weekly Meetings:** Practice mock interviews, focusing on behavioural questions and technical expertise.

- **Milestones:** Prepare for real-world interviews and create a job search strategy.

- **Tasks:** Guide mentees in researching job opportunities, understanding market trends, and preparing tailored applications.

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3. Mentorship Approach and Best Practices

To foster an effective mentorship relationship, Teach2Give encourages mentors to maintain consistency and follow these best practices:

- **Weekly Engagement:** Conduct weekly, 1-hour meetings with mentees to ensure continuity in their growth, focusing on specific goals and challenges. Use these meetings to review assignments, provide feedback, and align on weekly objectives.

- **Encourage Open Communication:** Create a safe space for mentees to ask questions and share concerns. Encourage them to set the agenda or bring discussion topics.

- **Adaptability and Flexibility:** Adjust your guidance based on the mentee's progress, learning style, and goals, while staying focused on the milestone structure.

- **Feedback and Reflection:** Regularly offer constructive feedback. Encourage mentees to reflect on their progress at the end of each week, assessing what they've learned and areas for further growth.

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4. Additional Resources and Tools

- **Technical Resources:** Direct mentees to relevant resources, such as online courses, certifications, and tools related to Salesforce, Databricks, and Tableau.

- **Communication Tools:** Encourage usage of collaboration platforms like Slack, Teams, or Google Meet for seamless weekly interactions.

- **Personal Development Resources:** Recommend industry blogs, career planning guides, and professional groups on LinkedIn.

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5. Evaluation and Feedback Mechanisms

At the end of the mentorship program, mentors are encouraged to complete a survey and provide feedback on the mentee's growth, engagement, and readiness for professional opportunities. Both mentors and mentees should reflect on achievements, challenges, and lessons learned.

6. Support and Program Coordination

The Teach2Give coordination team is available for additional support. For program-related questions or concerns, mentors may reach out for guidance on mentoring strategies, resource sharing, or mentorship best practices.

POTENTIAL PROJECTS FOR EACH PROGRAM:

Teach2Give 8-Week Internship Schedule with Optional Projects

WEEK	SALESFORCE ADMIN (FOCUS ON SECURITY)	DATABRICKS ASSOCIATE (DATA PROCESSING)	TABLEAU CERTIFICATION (DATA VISUALIZATION)	OPTIONAL PROJECT SUGGESTIONS
1	Introduction to Salesforce; Setting Up User Profiles	Intro to Databricks; Setting up Workspaces	Introduction to Tableau; Connecting to Data Sources	**Salesforce**: Security Configuration **Databricks**: Basic ETL Pipeline **Tableau**: Sales Dashboard
2	User Management; Field-Level Security; Setting Roles and Permissions	Basic Spark and Data Processing	Basic Visualizations; Exploring Chart Types	**Salesforce**: Custom Report Creation **Databricks**: Data Exploration Notebook **Tableau**: Interactive Chart
3	Data Security; Sharing Rules and Permissions	Data Loading; Introduction to Data Transformation	Filtering, Grouping, and Data Cleansing	**Salesforce**: Case Management **Databricks**: Data Aggregation Project **Tableau**: Data Cleansing Practice
4	Security Best Practices; Setting Up Two-	Exploratory Data Analysis with Spark SQL	Adding Filters and Parameters; Advanced	**Salesforce**: Document Security Choices

	Factor Authentication		Dashboard Building	**Databricks**: Aggregated Tables Creation **Tableau**: Enhanced Sales Dashboard
5	Advanced Security Controls; Setting Data Access Restrictions	Advanced Spark Functions and Transformations	Advanced Calculated Fields; Data Analysis Techniques	**Salesforce**: Automated Security Workflow **Databricks**: Predictive Model with MLlib **Tableau**: Customer Segmentation Dashboard
6	Data Management; Data Imports and Exports	Azure Data Factory, Power BI, and Unity Catalog	Interactive Dashboards and Storytelling	**Salesforce**: Data Migration Practice **Databricks**: Data Visualization Dashboard **Tableau**: Storytelling with Data
7	Preparation for Exam	Preparation for Exam	Preparation for Exam	Preparation for Exam
8	Exam	Exam	Exam	Exam

Project Highlights and Monthly Objectives

Each internship has optional projects focusing on applied skills, with completion expected by Week 8. Projects are intended to:

- **Develop Practical Skills**: Each project aligns with core training topics, allowing mentees to apply what they learn.

- **Highlight Progress**: Optional projects provide a measurable way for mentors to track mentee growth.

- **Encourage Problem-Solving**: Projects involve real-world scenarios, giving mentees valuable hands-on experience.