

# Mentor–Mentee Startup Kit

## First Three Sessions

### Purpose

The first conversations between a mentor and mentee often determine the success of the entire relationship. This guide provides a simple framework to build trust, create clarity, and establish meaningful momentum from the very beginning.

The objective is not to solve every challenge immediately, but to create a partnership that supports long-term growth, confidence, and career progression.

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## Before You Begin

Both mentor and mentee should prepare before the first meeting.

### Mentor

Reflect on:

- Your own career journey.
- Lessons learned from transitions and setbacks.
- How you can listen more than you advise.

### Mentee

Prepare:

- A short personal introduction.
  - Your current career situation.
  - Your goals for the next 12 months.
  - Three questions you would like to discuss.
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## Session 1

# Building Trust & Creating Clarity

## Objective

Create a safe environment, understand each other's background, and define the mentoring journey.

## Discussion

### Introductions

Share your professional journey.

Discuss:

- Current role or career stage
  - Previous experience
  - Personal motivations
  - Why you joined the mentoring programme
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### Career Context

Discuss:

- Where are you today?
  - What led you here?
  - What are you most proud of?
  - What has been your biggest challenge?
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### Define Your Goal

Identify one primary objective.

Examples:

- Return to work within six months.
- Transition into a leadership role.
- Change industry.
- Build confidence for interviews.
- Expand professional network.

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## Identify Your Biggest Blocker

Reflect together.

What currently holds you back?

Possible themes:

- Confidence
- Career gap
- Interview preparation
- CV positioning
- Networking
- Technical skills
- Direction and clarity

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## Agree on Expectations

Discuss:

- Preferred communication style
- Meeting frequency
- Confidentiality
- Responsibilities of both mentor and mentee

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## Session Outcome

By the end of Session 1 you should have:

- ☐ One clear mentoring goal
  - ☐ One biggest development area identified
  - ☐ Agreed meeting cadence
  - ☐ Shared expectations
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# Session 2

## Translating Experience into Value

### Objective

Help the mentee recognise the value they already bring and position themselves confidently in today's job market.

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### Reflect on Progress

What has happened since the last session?

What worked well?

What challenges remain?

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### Translate Experience into Business Value

Rather than listing responsibilities, identify impact.

Discuss:

Instead of:

"I managed my family."

Translate into:

- Project management
  - Budget responsibility
  - Negotiation
  - Prioritisation
  - Problem solving
  - Stakeholder management
  - Resilience
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### Identify Target Roles

Select two or three realistic target positions.

Discuss:

- Industry
  - Company size
  - Remote or hybrid preferences
  - Growth opportunities
  - Required skills
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## **Build Your Career Narrative**

Prepare a confident response to:

"Tell me about yourself."

and

"Can you explain your career break?"

Focus on:

Past

Present

Future

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## **Session Outcome**

- ☐ Two to three target roles identified
  - ☐ Career story drafted
  - ☐ Personal strengths clearly articulated
  - ☐ Development priorities agreed
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## **Session 3**

# Creating Momentum

## Objective

Move from preparation to action.

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## Review Applications or Conduct a Mock Interview

Choose one:

Review a real CV or application.

or

Conduct a realistic interview simulation.

Reflect on:

- Clarity
  - Confidence
  - Storytelling
  - Business value
  - Executive presence
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## Identify Sponsor Opportunities

Discuss:

Who could help create visibility?

Potential actions:

- Professional introduction
- Referral
- Networking event
- LinkedIn recommendation
- Job shadowing
- Project exposure

Remember:

Mentors provide guidance.

Sponsors create opportunity.

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## Define the Next 30 Days

Create three concrete commitments.

Examples:

- ☐ Update LinkedIn profile
  - ☐ Submit three applications
  - ☐ Attend one networking event
  - ☐ Contact two new people
  - ☐ Complete one certification
  - ☐ Schedule next mentor session
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## Session Outcome

- ☐ Applications reviewed
  - ☐ Sponsor opportunities identified
  - ☐ Three measurable actions agreed
  - ☐ Next meeting scheduled
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## Reflection

At the end of the first three sessions, take a moment to reflect together.

### Mentee

- What has changed since Session 1?
- What am I more confident about?

- What support do I still need?

## **Mentor**

- Where have I seen the greatest progress?
  - How can I continue to challenge and encourage my mentee?
  - Is there someone in my network who could help open a door?
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## **One Principle to Remember**

A successful mentoring relationship is not measured by the number of conversations you have.

It is measured by the confidence built, the opportunities created, and the courage to take the next step.