



Trailblazer Mentorship

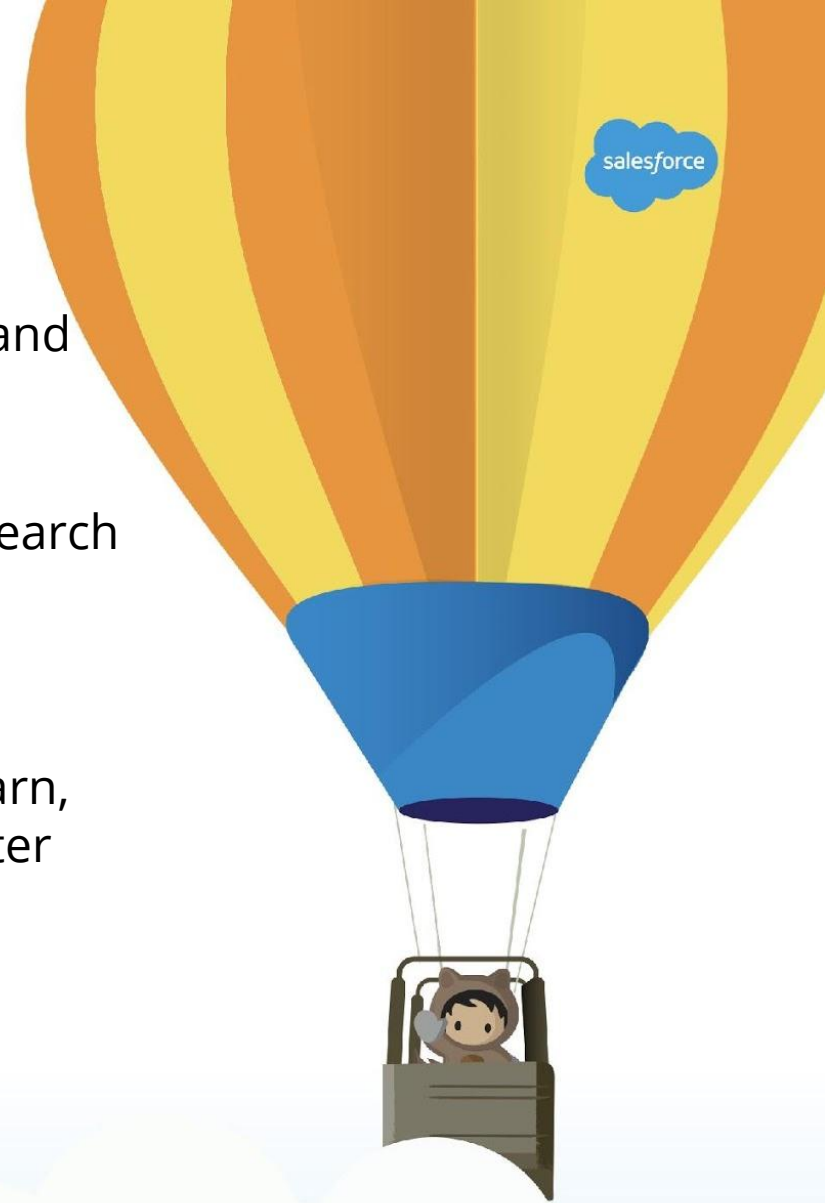
Mentee Playbook

Jan 2020



Overview

- The Trailblazer Mentorship is focused on helping new Trailblazers land their first job in the Salesforce [ecosystem](#).
- Mentees will be matched with Trailblazer mentors to focus on job search activities with guided mentoring, expertise, and coaching.
- The Trailblazer Mentorship offers fun, personalized, and interactive cross-channel learning journeys that empower mentees to learn, earn, and connect their way to successful careers and, maybe even a better world.

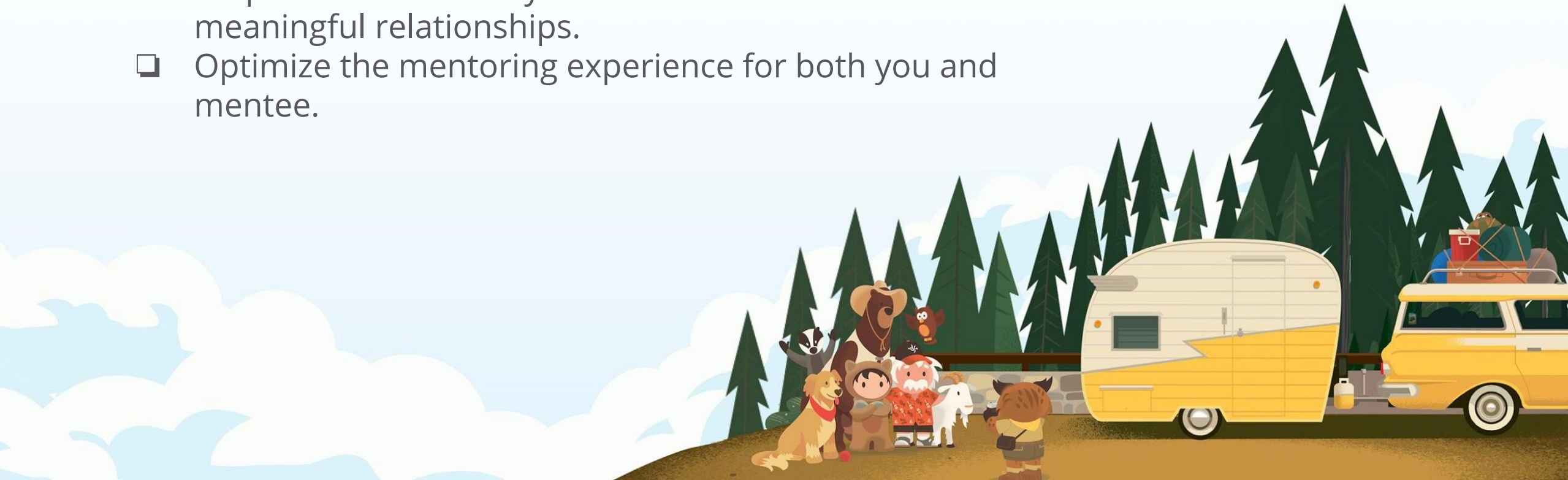


Goals of the Playbook



This playbook will help you:

- ❑ Understand mentee roles and responsibilities.
- ❑ Prepare to meet with your mentor and establish meaningful relationships.
- ❑ Optimize the mentoring experience for both you and mentee.



What Is Mentoring?



Mentoring is a confidential developmental partnership through which a person more experienced in a particular skill or area shares their knowledge, information, and perspective to foster the personal and professional growth of someone with less experience.



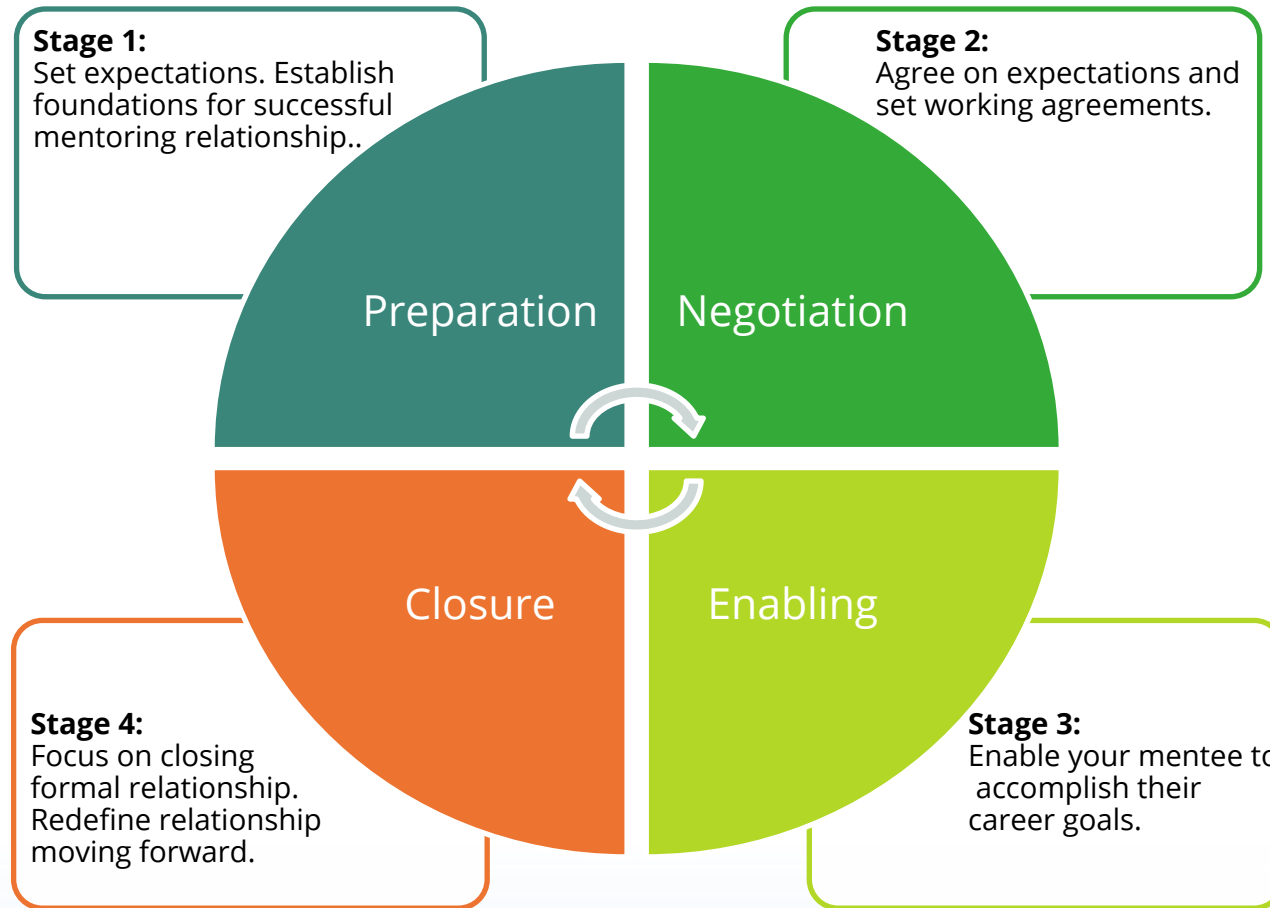
Questions New Trailblazers Have



- I'm certified but now how do I land that first job?
- What's the right company and job for me?
- Where can I get help with my resume and help preparing for interviews?
- How can I position my transferable skills?
- Where can I get guidance on the industry?
- Where can I get help in the community?
- How can I get some project experience?
- Where can I go to network?



Trailblazer Mentorship Lifecycle



Trail Map: Mentee Career Activities

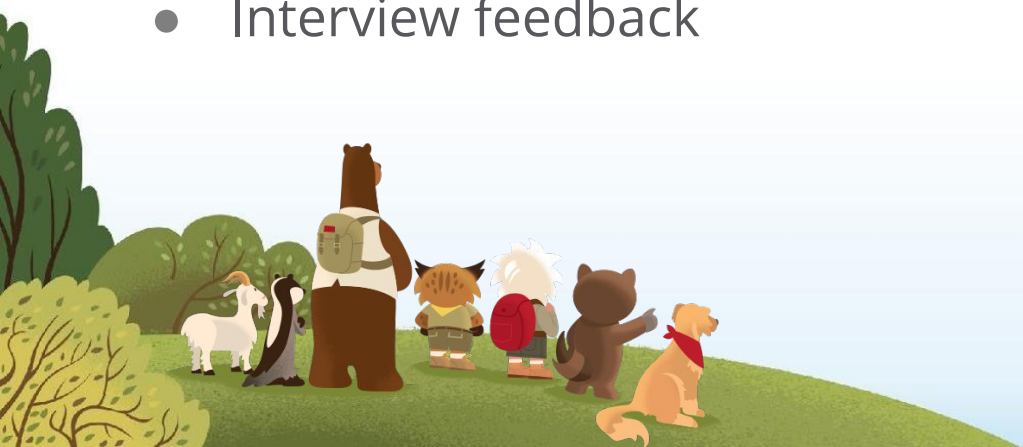
4 week program

Mentee Career Activities:

- Create your personal career plan
- Identify weekly milestones
- Plan weekly check-ins with mentor

Feedback you'll get from your mentor:

- Resume review
- Mock interview
- Interview feedback



Create your Career Plan: Weekly milestones



The table below displays example goals for each mentoring session. Mentoring can take many formats and you can adjust these goals to address specific needs.

Week	Goals	Actions
1	Career Plan	Get to know mentor, build trust, and establish goals and agreements. Develop a job search plan.
2	Resume Review	Position your transferable skills to be successful in the Salesforce ecosystem.
3	Mock Interview	Refine your interview skills in sharing your story, related skills, and passions
4	Final Check-in	Refine career strategy with mentor, close out mentorship and complete program surveys that will be emailed after your final session.



Get The Most Out Of Your Mentoring



Mentee roles may vary depending on the relationship with their mentor. Understanding the role of mentee is a critical starting point for success in this relationship.



SELF-AWARE
PROTEGE

STEWARD OF SELF
DEVELOPMENT

LEARNER

Mentee Roles and Responsibilities



Self-Aware Protégé	Steward of Self Development	Learner
Develop rapport with people in various levels of responsibility	Commit yourself to development	Be receptive to feedback
Provide honest feedback and discuss failures and successes	Work independently	Challenge assumptions
Be flexible in terms of communication preferences (e.g. email, phone)	Set realistic expectations	Learn and apply self-empowering behaviors
Exhibit self-awareness	Identify strengths and development areas	Apply learnings
Identify and explain needs	Follow through on commitments	Use effective verbal and written communication
Communicate issues or challenges clearly and regularly	Seek help if necessary	Search for ways to achieve objectives
	Manage relationship proactively	Contribute ideas
	Identify professional development goals and priorities and career interests	Ask questions



First Meeting



Make yourselves comfortable



Tell your mentor something about yourself



Explain why you got involved with Trailblazer Mentorship

Initial Meeting Checklist



Working Agreements

- Agree on your mutual commitments to the relationship (e.g., duration, mentee will schedule meetings).
- Create a set of ground rules.
- Agree to keep all conversations and data confidential.
- Agree on specific actions your mentor will take to help you achieve your development goals.
- Agree to communicate openly, honestly, and non-defensively.

Discussion Topics

- Discuss both Career Plan goals and expectation of the mentoring relationship.
- Discuss and agree on the outcomes you want to achieve, based on your development plan.
- Discuss your development goals -- short, medium, and long-term.
- Discuss ideas, resources, and support necessary to help you achieve your goals.
- Discuss how you might handle concerns over the progress of the mentoring relationship.
- Discuss when you will meet again, and how often.



Mentoring Agreement Template (make a copy)



Completed by both mentor and mentee during first meeting.

Date of first meeting:	Mentee (To be Completed by Mentee)	Mentor
Area of focus for the mentoring relationship	<i>Areas for Mentoring support (list below)</i> 1. 2. 3.	<i>What might progress look like?</i>
How will success be measured by both the Mentor and Mentee? What will success look like?		
How can we ensure success in this Mentoring relationship?		
What would indicate that the Mentoring relationship is not working?		
What will be the format of our meetings? When, where, and how often will we meet? What communication method will we use?		

Mentee Discussion Tracker Template (make a copy)



Date	Discussion Topics	What You Accomplished	Results/Outcomes/Next Step

sfdc.co/mentorshiptracking



Close the Mentoring Relationship



This final step of the mentoring process brings the relationship to a close. To help you and your mentor measure growth, development, and goal achievement, it is good practice to revisit:

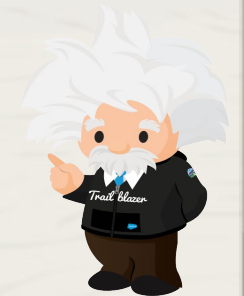
- Your original expectations (if/how they were met)
- Overall process and relationship successes
- If and how you would like to continue the relationship



Tips to Close Your Mentoring Relationship



- ❑ Fix a date for your final meeting. Remind each other ahead so that you can prepare for it.
- ❑ Discuss other ways your mentor could support your learning.
- ❑ Celebrate your success. Have a look at the goals you set when you first met. Consider what you have both achieved during the process and what you can take to your next Mentoring relationship.
- ❑ Say goodbye. End the session on a positive note. You could talk about what you most enjoyed, what you'll remember most or the most important things you've both learned.



How to contact us?



You can reach the mentorship program team by sending an email to:

trailblazermentorship@salesforce.com



Suggested Trailhead Projects

Trailhead is the fun way to learn Salesforce

- [Build an App to Track Your Trailblazer Journey](#)
- [Create Reports and Dashboards for Sales and Marketing Managers](#)
- [Set Up a Community](#)
- [Build a Lemonade Stand App](#)



Resources for Mentoring Relationship

Mentee can refer to these resources throughout the relationship



- [Trailhead Career Development](#)
- [Trailhead Resume Writing Strategies](#)
- [Trailhead Give and Receive Feedback](#)
- [Career Tips for Trailblazers](#)
- [7 Secrets to a Successful Job Interview](#)



thank you

