

MENTORSHIP PROGRAM

realself

WHY JOIN?

RealSelf's Mentorship Program is a great way to increase your professional development skills, learn from others in the company with more or less working experience (it goes both ways!), spend time with others outside of your team, and go above and beyond for your performance review. This program is completely voluntary, but once you sign up, you are committed to a working partnership for six weeks.

HOW DOES THIS WORK?

- Two weeks prior to the program, we will send out a survey to understand what topics everyone is interested in.
- You'll receive an invitation to sign up to be a mentor or mentee for listed skills (signups will be available for 3 business days).
- Mentees will be invited to match themselves with a mentor who's interested in teaching what they want to learn.
- These matches are on a first come, first serve basis. Once you identify who you'd like to learn from, send them an email asking them to be your mentor.
- Once your mentor confirms, please setup an intro meeting. Come prepared with details on what you'd like to learn so your mentor has an idea of what/how to teach.
- Create an objective (in SI - see "Creating an Objective" tab below) + key results you hope to gain from this relationship, then share it with your mentor.
- The rest is up to the both of you. You will have 6 weeks together, so spend that time wisely!

TIPS & SUGGESTIONS

- When looking for a mentor, find someone outside of your current department.
- This is a chance to learn more about a specific topic, but also a chance to learn more about what others do here at RealSelf.
- Share your PI's (Predictive Index). This is a great way to understand how each other communicate so you can ensure your delivery of information is efficient.

FAQs

What if I don't have enough time to be a mentor?

No problem! If you have a skill you'd like to share, sign up for Office Hours in the tab below. The topic can be on anything that's RealSelf related for technical or interpersonal skills.

How long is a mentorship relationship?

6 weeks (with 2 weeks in between each new cycle). The mentorship program is meant to be short, sweet, and effective. When you're done, feel free to sign up again to teach or learn.

How many people can I mentor/learn from?

Please teach and learn from only one person at a time during each cycle. Since we all have other responsibilities, we do not want this program to keep you from them.

Is my mentorship objective tied to my performance review?

The Mentorship Program objective can only help your performance review. These objectives are not quarterly based and if you don't complete it, they will not negatively impact your performance review. This program is meant to educate you, and hopefully increase your performance so you can reach your goals quicker.

What can I teach/learn?

Any technical or interpersonal skill you'd like! Want to teach someone how to create ___ in Looker? Have you mastered a new programming language that can take our platform further? Want to share your negotiation skills that you use with our providers? Are you an excellent time manager and organizer? These all apply!

How do I create an objective?

We've got a whole tab on this, see below!

OPEN QUESTIONS

Thanks for being so interested in the program and for asking great questions. As you know, we're all about experimentation here at RealSelf. You may have questions that we just don't have answers for yet. Just know we're working on them, and will move them over into the FAQ section once answered. And we'll keep you updated!

Example: How will this impact my performance review?

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CODE OF ETHICS

MENTEES

AS A MENTEE, I PROMISE TO:

Flag my interest as a mentee (via Skills signup tabs below)
Initiate mentor connection
Confirm when I'm matched with a mentor (via Skills signup tab below) - relationship is private
Make time available for a 6 week engagement / 1 hr a week - recommended
Responsible for setting up weekly/recurring meetings with my mentor
Drive meetings with my mentor, come prepared with objective/goals/questions/etc
Work on any takeaways/actions following a session, then followup on these in the next session
Respect my mentors time, utilize our designated meetings for discussions
Let my mentor know when I can't make a meeting / reschedule as needed
Formally end engagement & close out any open questions

MENTORS

AS A MENTOR, I PROMISE TO:

Flag my interest as a mentor (via Skills signup tabs below)
Confirm when I'm matched with a mentee (via Skills signup tab below) - relationship is private
Make time available for a 6 week engagement / 1 hr a week - recommended
Make myself available for agreed to schedule (with my mentee)
Be open, honest, approachable, aiming to educate/grow my mentee
Work on any takeaways over the following week (post meeting / if there are any)
Let my mentee know when I can't make a session, as soon as possible
Limit my availability to 1 mentee a quarter

SOFT/BEHAVIORAL SKILLS Q2, 2019

The topics below are the most commonly asked for areas of development for this cycle.
Don't see an area of interest? Try general signups or open office hours.

Advertising (+national advertising)			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No

Active Listening			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No

Budgeting (+ finance, planning)			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No

Career Development (+ career awareness, advancement, promotion)			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No
		Alexa Lavidis	
		Edwin Antonio	

Communication (+ cross department communication, coaching, difficult conversations)			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No
		Gerri Massengale	
		Sharon Walls	

User Experience, UX (+ customer/consumer experience, user workflow)			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No
Jackie DeLagrammatikas	Yes	Gerri Massengale	Yes
Stacey Eddy			

Emotional Intelligence/Development (+ empathy, general development)			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No
Ed Smith		Abhinav Jain	

Engaging with Sr. Leadership			
MENTORS		MENTEES	
Matched?		Matched?	
Name	Yes/No	Name	Yes/No

SOFT/BEHAVIORAL SKILLS Q2, 2019

People Management/Leadership (+ building teams)			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No
Owen Robinson			

Project Management (+ organization flow, time management, prioritization, delegation)			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No
		Megan Chisick	
		Joe Gartenhaus	

Networking			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Strategic Thinking			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No
Ed Smith			

Personalities (+ conflict resolution, consensus building)			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Public Speaking/Presentation Skills			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Product (general knowledge and understanding)			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Event Planning			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

HARD/TECHNICAL SKILLS Q2, 2019

Legal & Contracts			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Mobile Development			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Negotiation			
(+ general knowledge, from purchaser's perspective, etc)			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Performance & Scalability			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No
		Ed Smith	

Principle			
(design animation app)			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No

Python			
MENTORS	Matched?	MENTEES	Matched?
Name	Yes/No	Name	Yes/No
Kim Schliesinger		Laura Nielsen	Yes

Revenue Strategy			
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Salesforce			
(+ general knowledge, write formulas, etc)			

HOW TO CREATE A "MENTORSHIP" OBJECTIVE

STEP 1 - create an objective

The screenshot shows the RealSelf dashboard for a user named Stacey. The 'Company' tab is selected in the left sidebar. In the top right corner, a '+ Create' button is highlighted with a red box. In the main content area, under the 'Objectives' tab, a '+ Create Objective' button is also highlighted with a red box. Below this, there are two objective cards: 'Company: Brand awareness and NPS' and 'ABR: Job postings', both with 'Open' buttons.

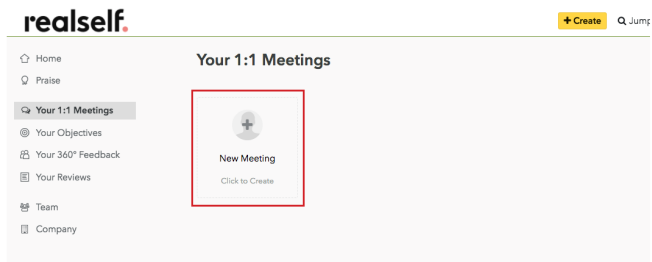
STEP 2 - select "Mentor Program"

The screenshot shows a 'Select Cycle' dialog box. The 'Mentor Program' option is selected and highlighted with a red box. The description for 'Mentor Program' reads: 'Mentor Program for 2018. Please check out what our Mentors have to share and what our Mentees are looking to learn.' followed by a Google Docs link. The '2018 Objectives' option is also visible, with the description: 'This is the objectives cycle for 2018 at RealSelf'.

STEP 3 - define & save your objective

The screenshot shows the 'Define & Save Objective' dialog box. The 'Mentor Program' objective is selected. The 'Objective period' is set to '01/01/2018 - 12/31/2018'. The 'Description' field contains the text: 'Mentor Program for 2018. Please check out what our Mentors have to share and what our Mentees are looking to learn.' followed by the Google Docs link. The 'Key Results' field is empty. The 'Due Date' is set to '12/31/2018' and the 'Category' is 'Personal Objective'. The 'Visibility' is set to 'Protected' and 'Also Visible To' is set to 'Add coworkers...'. The 'Cancel' and 'Save' buttons are at the bottom.

STEP 4 - take advantage of meeting 1:1's to track your progress



STEP 5 - teach, learn, grow + potentially earn a praise badge!

