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**Mentor Instructions for FYN Speed Mentoring**[*Le français suit*](file:///C%3A%5CUsers%5CTEVIAH~1.PIM%5CAppData%5CLocal%5CTemp%5CCBC_Speed_Mentoring_Instructions_Document_-_Mentors_-_Bilingual-1.docx#_heading=h.30j0zll)

**Connecting to the Session**

1. Connect to the session 10 to 15 minutes before the start time to ensure the host assigns you to a break out room.
2. Go to the calendar invite or email confirmation and click on the Zoom link.
3. Disconnect from the VPN if you are using your work computer. You may also join the meeting from a personal device if your Department’s access to Zoom or ability to disconnect from the VPN is limited.
4. Login with your personal link that you received from Zoom directly. If you cannot find your personal link, reach out to \_\_\_\_\_\_.
5. When you join the meeting, your name should appear as **MENTOR # - NAME**. If it does not, right click on your picture or name on the screen and choose Rename. Change your screen name to match this formatting.

**During the Session**

1. Once the speed networking starts, click “Join” in the pop-up window that appears to join your assigned breakout room.
2. As a mentor, the hosts will move you from room to room at every 15-minute interval to meet new mentees. Mentees will remain in the same room for the duration of the event.
3. Talk with your group of mentees for 15 minutes. Monitor the raised hand function and the Zoom chat throughout the session.
4. The host will send a message when there are 2 minutes left to the round. The host will automatically move you to the next breakout room. You do not need to do anything.

**Note:** There is no need to move yourselves or leave the “room”. The hosts will manage all of this. Please be patient during the intervals between rounds as there could be a short delay.

If you accidentally leave your breakout room, you will return to the main room where admins will be standing by who will place you back into your breakout room.

**Tips for Success**

* Be attentive and add to the conversation when possible
* Let the mentees lead the discussion by asking questions
* Save time by only asking for the mentees’ names and roles
* Share your experiences and knowledge with everyone while also giving time for others to share their input
* Mute your mic when you are not speaking but leave your camera on at all times to engage fully in the conversation
* Dress appropriately and remove anything in your surroundings you don’t wish to have visible on camera
* Use headphones to limit background noise

**Questions to Expect**

Here are some example questions that mentees may ask:

1. What motivates you most about your position?
2. How did you gain leadership experience?
3. What do you wish you knew at our stage?
4. What do you wish you had known before taking your first management role?
5. How would you describe your leadership style?
6. What is the greatest challenge you have faced in your career?
7. Is there anything you would do differently if you could start your career over again?
8. What is the best career advice you have received?
9. What skills are required to become a manager?
10. Which leadership skills were the most difficult to develop?
11. What used to be your biggest weaknesses and how did you manage to improve yourself on theses?
12. What do you prefer in your job? What is most challenging?

See more example questions on the FYN Speed Mentoring Wiki page: [Sample Questions for Speed Mentoring](https://wiki.gccollab.ca/File%3ASample_Questions_for_Speed_Mentoring_Sessions_-_Bilingual.docx)