## ☐ Session 1 - Program on-boarding with OSF Team 🛣️

🔔 *N.B: The content of the following sessions is for information purposes only, to provide guidance and discussion ideas for your binome. It is therefore <u>not mandatory</u> to follow the suggestions to the letter. Furthermore, if the next 6 sessions are the "official" ones we suggest you to follow, feel free to meet in a more "informal" way as much as you want according to your availabilities. Please always <u>respect</u> the private life of your program partner.*

**<u>Objective:</u> The mentor and mentee are invited by an OSF team member to take the first steps together.**

This session will be coordinated by an **OSF team member** and will take part at BGL BNP Paribas offices (50 Av. John F. Kennedy, 2951 Luxembourg). Each person begins by introducing themselves and sharing relevant information about their career, studies or daily life. This helps to establish common ground and sets the tone for the mentoring relationship.

### ❗ Confidentiality ❗

Both mentor and mentee will be reminded to maintain confidentiality of the information shared during the mentoring program. It's important to set up your barriers:

> What are we open to discussing?
> What can and can't be shared outside these sessions?

### 🤝 Building trust 🤝

Through this first session and all this program, we will for sure encourage open and honest communication. We aim to establish a safe space for both stakeholders (mentor-mentee) to share their thoughts and concerns.

### ⚙️ Logistics ⚙️

At the end of this session, you can discuss the expectations for the mentoring relationship, including:

> Frequency of meetings - what time have you agreed on? It's recommended that your first two sessions are during the same month to build your relationship quickly.
> Communication methods
> Meeting point
> What can be done ahead of time to ensure as much learning as possible?

### 🗂️ Contacts 🗂️

You are not alone in this journey, please share issues you may face to OneStepForward team. If you're facing any kind of issues (Housing, Financial Help, psychologic support), contact one member of the team to the following email addresses:

jimmy.corneille@singaluxembourg.lu

caroline.deylaud-koukabi@uni.lu

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See you soon for the 2nd session 🌟

☐ **Session 2 - Get to Know Each Other** 🤝

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**<u>Objective:</u> Get to know each other, building trust and what you hope to get out of this mentorship program.**

👔 **Talk about your career/study history** 🎓

Tracing out your career/study histories helps both of you understand where you came from, find common ground and build mutual respect.

> What are you most proud of in your career/study journey?
> Did you think this is where you would end up?
> What's unique about your career/study journey approach compared to others?
> What used to be your biggest weakness?

🧐 **What stood out to you in each other profile?** 🧐

Discuss highlights from each other's profiles that stuck out to you. As a mentee, this is your time to discuss specific goals, skills, and motivations. As a mentor, this is your opportunity to figure out how you might help your mentee grow.

> What is your motivation for signing up for the mentorship program?
> What would you like to improve on next?
> What is your next big challenge?
> What do you want to accomplish in 6 months, 1 year, 3 years, 5 years, and 10 years?
> Ask about personal interests that intrigued you

📅 Schedule your next meeting 📅

See you soon for the 3rd session 🌟

## ☐ **Session 3 - Setting Goals Together** 🎯

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***<u>Objective:</u> Discussing goal setting***

❓ **Goal Setting Questions** ❓

What do you hope to learn after all our sessions together?
Where do you see yourself in five to ten years?
What do you think about my goals? Are they too lofty or too attainable?
Based on what you know about me from our last meeting, what goals would you expect me to have?

Edit the section below with what your goals will be together:

*As a mentor, I want to…*

Develop leadership skills
Be recognized as an advisor
Develop my communication and listening skills
Learn the latest thinking/approaches in our industry

*As a mentee, I want to…*

Learn the Belgian labor market culture
Develop my public communication skill
Grow my network
Get better at problem-solving
Receive knowledge/expertise from my mentor

📅 Schedule your next meeting 📅

See you soon for the 4th session 🌟

## ☐ **Session 4 - Solve a particular situation** 🧠

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***<u>Objective:</u> Building an action plan, track progress***

### 🎬 **Practice a situation-based exercise** 🎬

This session can be a sounding board for addressing challenging situations. Bring a problem you face to your mentor, one that you'd like help navigating through. For example:

> I will need to find an internship in few months and I don't know how to do. Do you have any valuable advice to give me?
> I need to succeed to this course xxxx, but I have difficulties to understand this part.
> I had an interview last week, and it did not go as well as I'd expected. Can you help me think through what to do differently next time?
> I have these two very different career path options and would like your help making a decision.

Discuss together the best way to deal with this past or upcoming situation.

### ♟ **Practice Role Play** ♟

Have a tough conversation or presentation ahead? Take time to talk it through and practice ahead of time. Role-playing can be a helpful way to practice these situations and account for all the edge-cases or things that you wouldn't have thought of yourself.

📅 Schedule your next meeting 📅

See you soon for the 5th session 🌟

## ☐ **Session 5 - Discover valuable insights & Track your progress** 📙

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***<u>Objective:</u> Discover valuable insights through your mentor's network and follow up the goals set in your previous meetings.***

### 📊 **Learning more about other parts of the business or other subject** 📊

> What area of my role do you want to learn more about?
> What area of the business do you want to experience?

### 🏢 **Plan a shadowing session** 🏢

A visit of BNP Paribas Fortis offices could be a good way to learn more about the business.

Discuss what would be most useful and interesting for the mentee to see or discuss. Here are a few examples to help generate ideas:

> The mentee could meet one of your colleagues or friends of you working in the field where the mentee wants to develop.
> The mentor could walk their mentee through an event
> If the mentor knows of an area of the business that the mentee wants to learn more about, they could set up a meeting with the department and invite them to learn more about it.

### 📈 **See improvement of the mentee and the Mentor** 📈

> Express feedback or adjustment on the goals.
> Explore in detail the work made by the mentee or the research made by the mentor.
> See if your duo are progressing based of your goals set at the beginning
> See if you need to switch to an over goal more concrete
> Think about evaluating of your support since the beginning (how to quantify it?)

📅 Schedule your next meeting 📅

See you soon for the 6th session 🌟

## ☐ **Session 6 - Sharing issue, success and potential grow** 📈

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***Objective:*** ***See if your concrete action on your goal is successful.***

### 🚀 **Success and potential grow** 🚀

> Identified perspective for the future
> Identified if you need more mentoring session
> Who do you know that would be great for your mentee to meet?
> Is there an event or talk that you would recommend for your mentee to attend?

### 🗣 **Peer Feedback** 🗣

As a mentee, commit to getting feedback from a peer. Find ways to ask tough questions about your working habits, then share with your mentor.

> What is one thing you've noticed me doing well? Can you give me a specific example? How can I challenge myself to develop that skill further?
> What is one thing you think I can improve on? Can you give me a specific example? Do you have a suggestion for me to try?

📅 Schedule your next meeting 📅

See you soon for the 7th session 🌟

## ☐ **Session 7 - Wrap up and reflect** 🔄

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**<u>*Objective:*</u> *Reflect and decide on next steps***

🧠 **Reflect together** 🧠

> What were the most useful session/exercise? What were the biggest takeaways?
> Thank each other. Even if you've achieved your goals and wish to grow separately, stay in touch.

👣 **Going forward** 👣

> Do you want to continue meeting or agree to stay in touch more informally? If there's more you can accomplish together, set up more informal sessions!
> Share your success with your program partner: As you make traction, update each other. Send an email when you get hired, get a promotion or even build your own project!

It's already finished 😟 We hope that you enjoyed your growing journey with OneStepForward & believe in yourselves to build and contribute to a better inclusive futur together 🎉

Furthermore, we would be pleased to heard about your experience, thus contact us to share your thoughts:

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