



MENTEE/MENTOR KICK-OFF

Purpose

The Mentee/Mentor Kick-Off should be held at the beginning of each semester or quarter.

This event is a visual representation of the AVCs commitment to the undergraduate chapter's success. The intended outcomes of the Kick-Off are to:

- Establish right-sized communication and operational expectations for both mentees & mentors;
- Educate all parties as to what the mentor's responsibilities are;
- Set both officer and personal goals for each mentee *and* the ways that mentees would like their mentors to assist them in reaching those goals;
- Create enthusiasm for the semester.

Best Practices

This event is most successful when the following best practices are implemented:

- Begin with meaningful group energizers.
 - Human Machine
 - SigEp speed dating
 - Human knot
 - Wah
- If possible, have the Kick-Off co-facilitated by an undergraduate leader and/or Regional Director.
- Schedule Kick-Off far enough in advance so that *all* mentees/mentors can attend.
Use Skype for distance mentors if needed.
- When possible, the AVC should provide refreshments/lunch.

Sample Schedule

Time	Session	Details
11:00 a.m.	Mentor Committee meeting (mentors only)	Chapter counselor leads meeting and covers: -Review expectations of all mentor committee members; -Plan out the upcoming semester's calendar for chapter meeting attendance; -Decide/confirm when weekly/bi-weekly mentor committee calls.
12:00 p.m.	Mentees arrive	
12:30 p.m.	Mentor/Mentee lunch	AVC provides lunch
1:30 p.m.	Mentee/Mentor Kick-Off	-Welcome and Introductions -Meaningful energizers -Why mentoring? -What do we hope to gain as a chapter from having the chapter leader's mentored? -Mentor Roles worksheet completion and subsequent

		debrief -Mentee/Mentor Agreement completion and subsequent debrief
3:00 p.m.	Wrap Up	-Recap the retreat -Ask mentees to share lessons learned and takeaways
3:30 p.m.	Debrief (mentors only)	-Discuss lessons learned and feedback to improve event