

One-on-One Program Goals and Guidelines



This document summarizes the SelectUSA Global Women in Tech (SGWIT) Mentorship Network program goals and offers guidelines to help mentees and mentors in the **one-on-one program** develop their roles and goals for the program. It is meant to assist with co-creating your unique mentorship relationship, which will be tailored to meet the needs and preferences of you and your mentor/mentee match (“your match”).

The parameters you agree to are **between you and your match**. This document is a resource to consider as you establish your norms and goals.

The *Together* platform supports this process through its [Mentorship Agreement](#), which participants will be prompted to complete after matching. The responsibility is on the mentee to fill out the agreement and on the mentor to review and sign-off on it.

During an initial meeting between mentor/mentee, the pair should discuss the parameters for the mentor/mentee relationship, as well as the mentee’s goals for the program, U.S. expansion, and business growth. After this initial call:

1. Mentees should create a draft Mentorship Agreement based on the discussion.
2. Mentees should submit the Agreement within the *Together* platform to the mentor to review and sign-off.
3. Once the mentor and mentee agree on contents, any changes to the goals/norms for the mentorship relationship should be discussed and affirmed by both parties.

Select Global Women in Tech Program Goals

The Select Global Women in Tech Mentorship Network supports international women tech entrepreneurs and executives in overcoming the challenges they face in scaling, promoting, fundraising, and establishing their businesses in the United States through the mentorship relationship, an exclusive mentorship platform, educational content, SelectUSA data and counseling services, and events and networking opportunities, including but not limited to the annual SelectUSA Investment Summit.

Over the course of this yearlong program, both participants have agreed to a minimum of six-mentorship meetings. Each mentorship pairing can determine the cadence for meetings, and the *Together* platform's registration questionnaire asks questions to assist participants in understanding one another's preferences.

Mentees agree to being primary drivers of the relationship, confirming meetings and proactively working towards the agreed-upon goals and objectives. Mentors have donated their time and expertise to engage in mentorship sessions with mentees. This is a mentee-driven and co-created experience.

Mentee/Mentor Goals and Guidelines to Consider

The contents of this document outline goals and guidelines for both the mentor and mentee to consider as part of the Select Global Women in Tech Mentorship Network.

Consider the following questions when determining other goals and guidelines for your mentorship relationship:

- What are the mentee's goals for the mentorship program?
- How will mentors and mentees track progress toward the agreed-upon goals and objectives?
- What specific tasks does each party hope to accomplish, and by what key dates?
- What will each party need to determine that the relationship is succeeding?
- Will the mentor/mentee schedule additional meetings outside the minimum six meetings?
 - Do the mentor/mentee want to establish at the outset of the relationship how many additional meetings they want to set up and when?
 - Alternatively, a mentorship pairing may want to have a more flexible approach, scheduling meetings as needed, if/when a need arises.
- What topics or challenges will be covered in mentorship meetings?
 - What progress does the mentee hope to make?
- What is the preferred channel of communication between mentor and mentee?
- Does the mentor agree to be available for communications between mentorship meetings?

Together has additional resources available to support the development of goals and offer a structure for mentorship meetings. Check the **SGWIT Handbook** for a list of the available resources.

Sample Mentee and Mentor Roles

Each mentorship match will be unique and specific to the parameters you establish. The roles described below are a sample to help you determine the parameters you and your match agree to.

Mentees...

- Create structure for the relationship and determine the agenda for each meeting.
- Develop base SMART (strategic, measurable, attainable, relevant, and time-bound) goals to work on with the mentor to support the mentee's business expansion and professional development.
- Determine concrete steps and timeline for U.S. market entry to be achieved by the conclusion of the program.
- Proactively work towards agreed-upon goals and objectives.
- Seek guidance with specific topics, plans, etc. if facing specific barriers or challenges related to achieving the agreed-upon goals.

Mentors ...

- Provide advice, guidance, support and feedback in refining mentee goals.
- Draw from expertise in [industry, investment topic, or other field] to assist mentee with U.S. expansion strategy.
- Provide a listening and supportive role in the relationship.
- Connect the mentee to helpful resources and contacts (if desired).
- Support the mentee in leadership and management development.
- *If agreed:* provide additional support (how?) outside of meetings.