IBM®

Virtual Mentoring Toolkit for Mentors
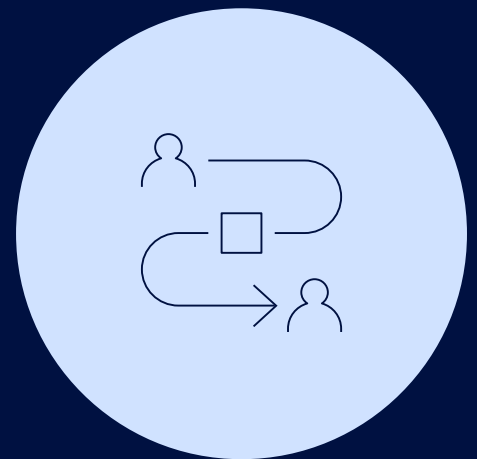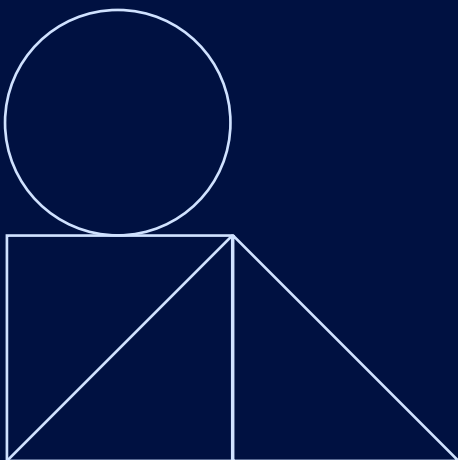
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Getting Started

Requirements

To be a part of Open P-TECH Virtual Mentoring program, mentors must:

— Must reside in the US (for Career Conversations track)
— Have an account on Open P-TECH
— Complete mentor training on Open P-TECH
— Pass a background check done by True Hire
— Be able to connect with your mentee using Chronus's virtual tools
— Be willing to share your experience and insights with a mentee
— Be able to use your career and life experiences to help a mentee in their professional development

First steps

— Join as a mentor here: mentor form
— You will receive an email from a virtual mentoring program manager with links to complete your background check and get started on the "Be A Mentor" training course.
— Complete background check for free with True Hire.
— Create your profile on Open P-TECH using the custom registration link sent to you via email.
— Begin "Be a Mentor" course on Open P-TECH.
— Create your Chronus account and complete your profile via the link emailed to you.
— Get matched to a mentee- Some students will do self-matching to select you as a mentor, and some programs will manually match. This process can vary depending on amount of mentees in search of a mentor as well as your compatibility.

Formal Mentoring For Organizations vs Career Conversations

What's the difference between Virtual Mentoring for Organizations and Career Conversations?

As a mentor, you'll engage with virtual mentoring from Open P-TECH in one of two ways:

1. As part of a complement to a formal mentoring program already in place at your school or organization, or

2. In a more informal capacity through what we call "Career Conversations".

Virtual Mentoring for Organizations

If your organization or school already has an established mentor program, you will have access to additional digital-first resources through Open P-TECH virtual mentoring. These resources include a free communication platform, a background check (if required by your organization), as well as the free digital learning available on Open P-TECH. You will receive direction and support from your mentoring program manager.

Career Conversations

If you're not associated with a school or organization that has an existing mentor program, you'll engage as a mentor through the more informal Career Conversations path. You'll be able to meet with your mentee in a virtual setting for casual conversations about their career planning.

You'll have access to the same free communication platform and learning resources, but the commitment is more lightweight and flexible. You don't have to be in close proximity to your mentee, and your relationship can go on for as long—or short—a time period as you and your mentee decide.

Please note: While Virtual Mentoring for Organizations is available globally, Career Conversations is currently a pilot, only available in the United States.

Open P-TECH's Virtual Mentor Training Course

All Open P-TECH Virtual Mentors should complete the course, "Be a P-TECH Mentor." After successfully mentoring two students, mentors will receive a Mentor Badge. *Mentors that are part of the Career Conversations program are required to complete this course.

The virtual mentoring course offered through Open P-TECH is career-centered. For those seeking to provide support around topics not specifically career-related, this program may not be the right fit. Our mentors answer questions and share experiences about workplace opportunities and expectations, the highs and lows of particular professions, the educational and skill requirements for entry into a field, and many other issues related to exploring and building career pathways.

Mentors will develop an understanding of what it means to be a mentor, and learn useful mentoring concepts and techniques. The lessons in Be a P-TECH Mentor cover two aspects:

1. Why be a P-TECH mentor? The first three lessons cover what a mentor is (and is not) and help you explore your personal suitability as a mentor.

2. What does it take to be a P-TECH mentor? The remainder of the course explores ways that a mentor can determine a fit with a potential mentee, ways to help a mentee set and work toward career-ready goals, and special methods and cautions for working with teens.

Start the course here: [Be a P-TECH Mentor](#)
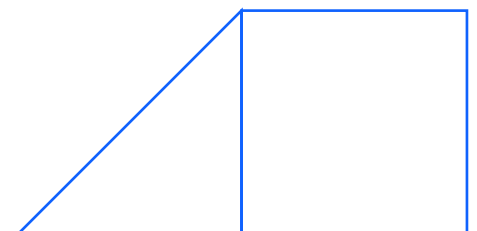
True Hire
background check

All mentors must pass a background check, free of cost, through True Hire.

Use this link to begin the background check process:
https://true-hire.com/PTECH/

Background check results will be made available to you, as well as your organization's program manager. You will receive an email with your results. You will be asked to share your SSN, full name, and address.
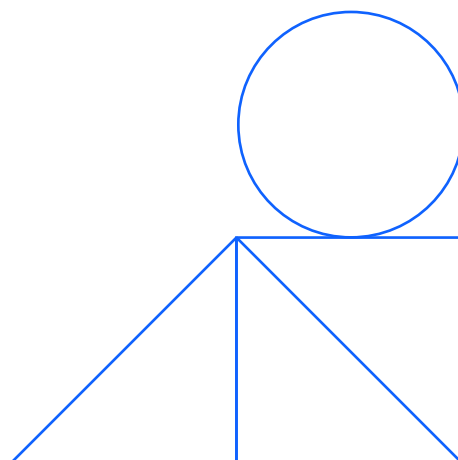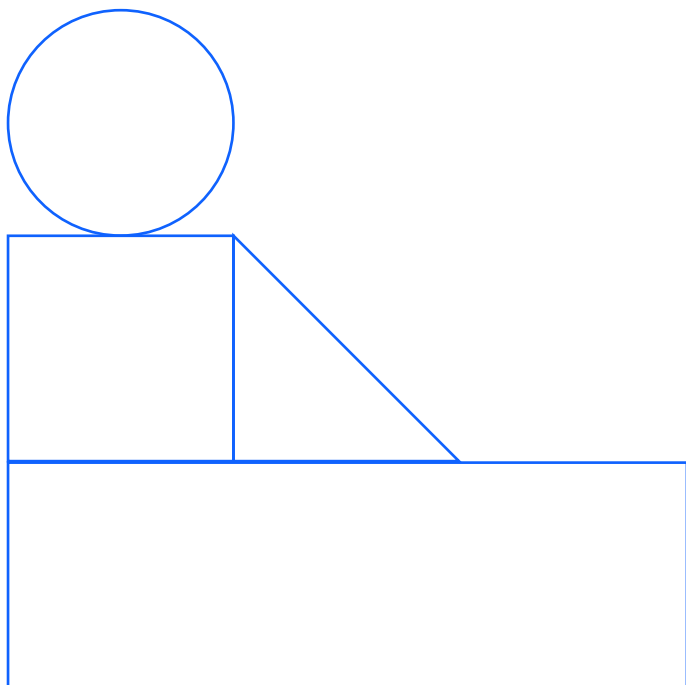
Introduction to Chronus

CHRONUS

Chronus is an online mentoring application that leverages technology to simplify conversations between mentors and mentees. It makes it easy to start, manage, and measure modern mentoring programs to help your people achieve their full potential.

Chronus Resources | Mentors

On Chronus Mentors can:

— Set up their profile: personal information, education history, skills, area of expertise, and work experience
— Schedule video meetings
— Sync their calendar to other apps that they use; then Chronus can recommend best meetings times according to their agenda
— Set up chat rooms with their mentees
— Send instant messages
— Get real-time notifications
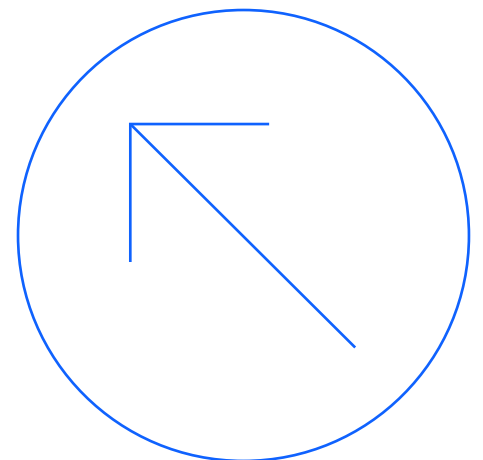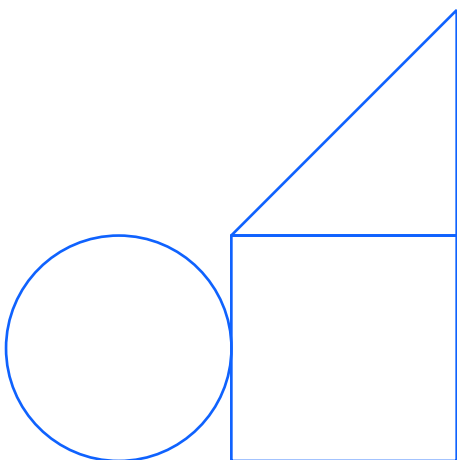
P-TECH Connect Virtual Mentoring Community

community.ptech.org/group/virtual-mentoring

Open P-TECH Virtual Mentors and Program Managers can take mentoring topics to the next level with discussions in our secure community.
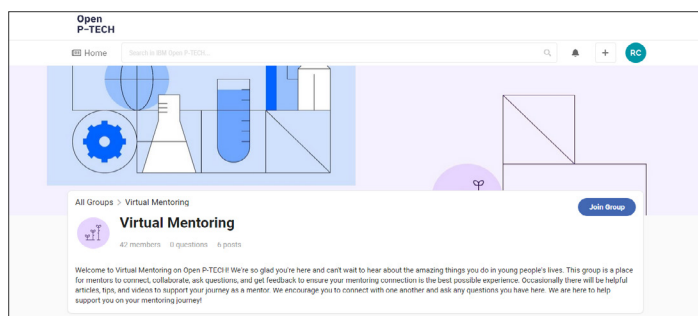
Here, users can post questions, collaborate with peers, post articles related to mentoring, and get ideas to make their mentoring experience the best it can be.

At the end of the "Be a P-TECH Mentor" course you will be prompted to join this community and answer a forum question. Feel free to introduce yourself and start connecting with other P-TECH mentors.
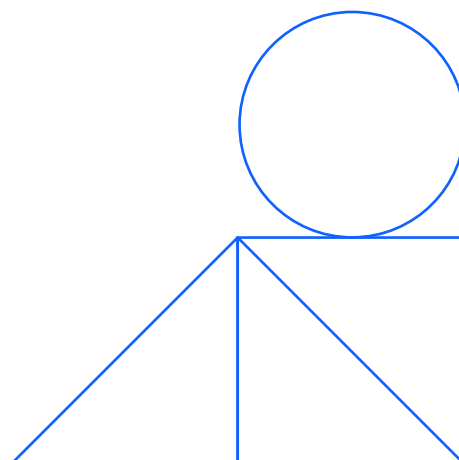

Task from "Be a P-TECH Mentor" course
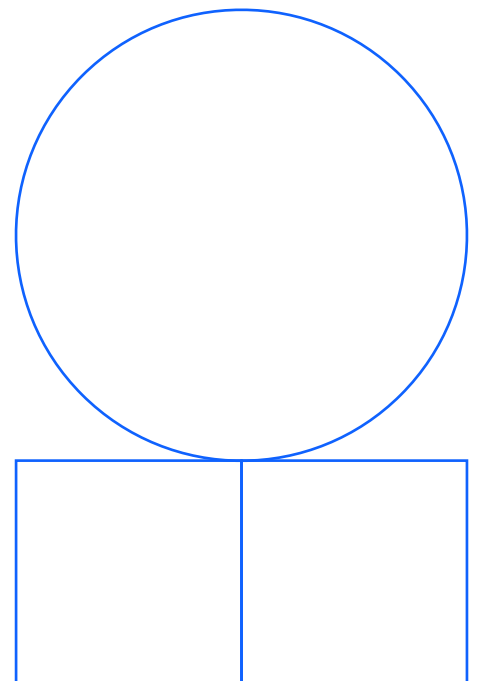
Chronus mentor

Chronus overview

Chronus is a new mentoring tool with modern capabilities to make your mentoring experience better. It includes a matching algorithm system, chat/text service, video meeting service, and is a mobile app. That means you can chat with your mentor/mentees on the go!

How to get started

Email: accept and sign up

You'll receive an email from (no-reply@chronus.com), titled: "... invites you to join as a mentor!" The invitation email will ask you to Accept and sign up. Click the button and get started. You'll be asked to create a password on the next page. The password is required to be six characters in order to move forward.

Complete your profile setup

After you login, you will be prompted to edit your profile. Let your mentees know your area of expertise, work experience, and education history. It'll help them understand you better.

Note: You can always edit your information later in the settings by clicking on your profile picture and clicking "Edit Profile." Here you can also update your push notifications and upload a profile picture.

Explore the interface

Chronus' features include text/instant messaging, chat-rooms for you and your mentees, and the ability to schedule meetings with your mentees. Chronus also works like an organizer so you are able to keep track of plans and tasks you create.
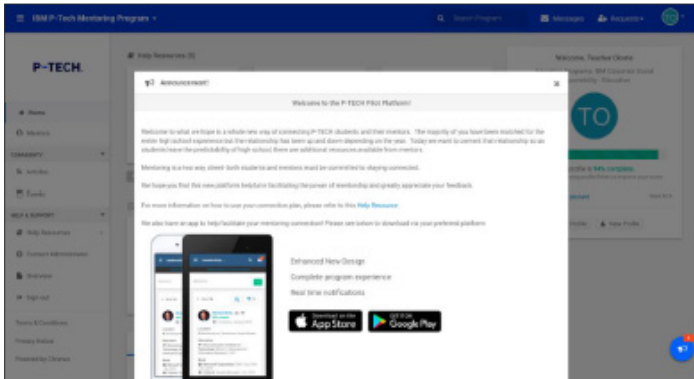

Start conversation with mentee

To begin a new conversation, click "Start Conversation." This will let you draft a board message directly to your mentee. You'll get real-time notifications in the app for whenever your mentees contact you.
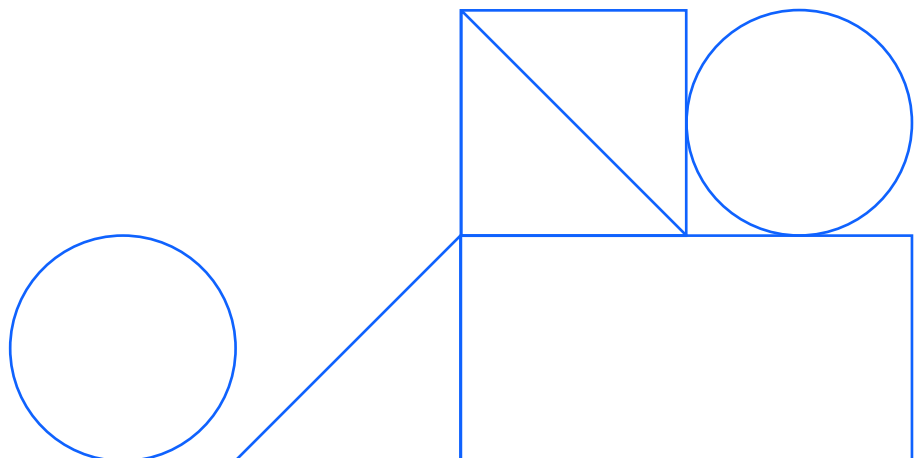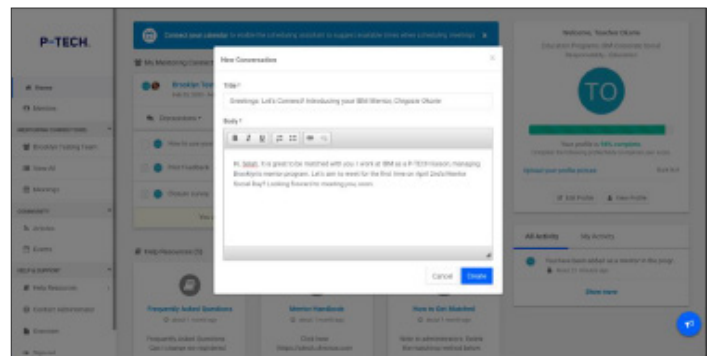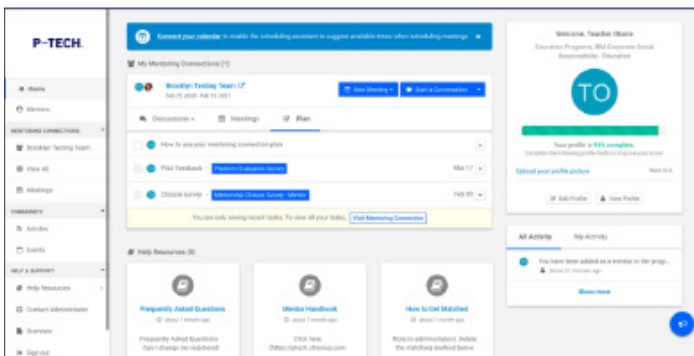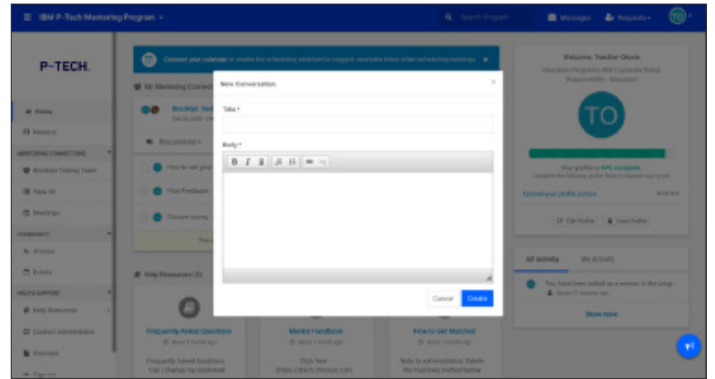
Add a new meeting

To create a meeting session, click "Start Meeting." You will be asked to write a topic, description, and select available dates for the meeting. We encourage you to use this opportunity to sign up for a Mentor Social Day and send an invite to your mentee via Chronus.

Important: Do not book any meetings without approval from your mentor program coordinator/liaison. All meetings should take place on campus. If you'd like to schedule time to visit your mentees, please check our Mentor Social Day sign up page.
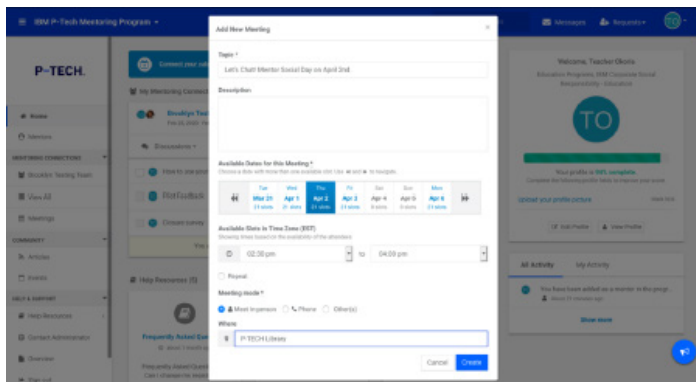
Email notifications

Chronus will automatically send you email notifications whenever your mentee sends you a message. You'll also receive a confirmation email for scheduled meetings created on Chronus.

Mobile app

There's a mobile version of the app in the App Store and Google Play. It is highly recommended that mentors download the app from App Store after their accounts are created.
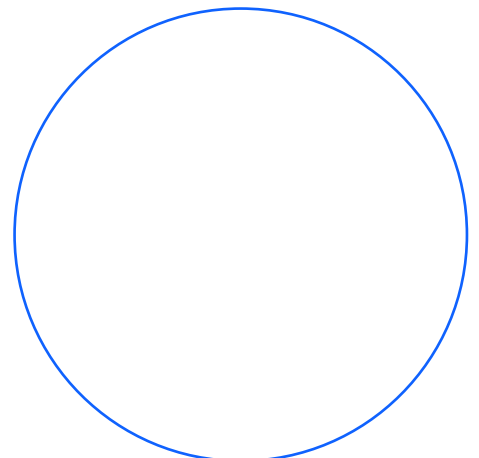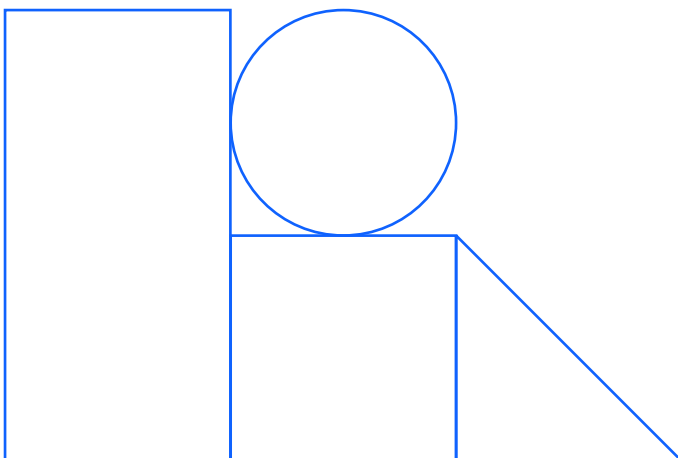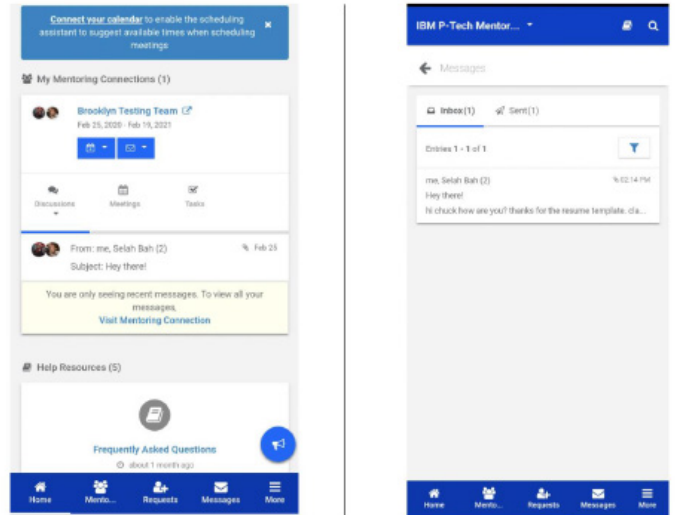
Help and support

We're happy to help with any issues or questions.
If you experience any technical difficulties or glitches while
using Chronus, please reach out to Brittany Cain via email
(brittany.cain@ibm.com) or post your issue in our Mentors
Slack channel.