MATCH A MENTEE WITH A MENTOR

Help mentees choose support that fits an available mentor

Choose from current mentor offers with open capacity and record the mentee's goal and topic. The request connects the support sought with a mentor who has room to consider it.

Choose a mentor with open capacity > Accept and kick off

SkillSmith · Describe a practical learning goal before requesting a mentor

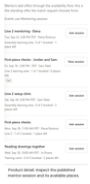
What do you want to learn? (required)

Learn how to check the first pack after a line changeover.

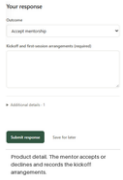
1. Describe the next skill in everyday words

Illustrative sample content. A shop-floor operator describes the skill they want to learn before asking for a mentor.

SkillSmith · Inspect published mentoring sessions and available places



SkillSmith · Record the mentor response and kickoff arrangements



Describe a practical learning goal before requesting a mentor

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Choose a mentor with open capacity	Respond with goal, mentor chosen from current offers and topic.
Receiving colleague	Accept and kick off	Respond with accepted / declined with reason, conversation opened and first session planned.

Choose a mentor with available capacity

In a worked example, the preferred mentor has no available capacity; the mentee chooses an available option instead of treating a directory entry as an accepted match.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Available sessions and Connection request	Open the selected material for this occurrence.
Recorded response	mentor chosen from current offers, goal and topic	Save the response with its work context.
Review point	goal and topic	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Match a mentee with a mentor

Bring available sessions and connection request into the prepared work. Assigned team member and Receiving colleague each receive the context needed for their part.

01 Choose a mentor with open capacity

Record mentor chosen from current offers, goal and topic.

02 Accept and kick off

Record accepted / declined with reason, first session planned and conversation opened.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Match a mentee with a mentor

A mentee chooses from the mentors who currently offer capacity; the mentor accepts or declines; a conversation opens - inside the two-week window the site promised. The standing mentor offer lives in the mentoring calendar (a resource), so one offer serves many mentees.

Apprentice mentoring · Machine shop

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Available sessions The task uses this material	Mentor availability and capacity - the standing offers, maintained by mentors through the availability flow in Resources.
Connection request The task uses this material	The mentor connection request (goal, topic).
Kickoff The task uses this material	First-session agenda.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose available sessions and connection request from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member and receiving colleague for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Choose the task, eligible recipients and deadline, then walk through the actual response fields.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains mentor chosen from current offers, goal and topic. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring available sessions and connection request. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do people receive the prepared work?

Select the prepared task and the relevant recipients when assigning work. Making a playbook available to a group and giving a person a task are separate setup choices.

What is the outcome for the wider workflow?

An accepted relationship with a kickoff; a declined request closes as declined and the mentee may choose again.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.
A completed entry is mistaken for the responsible person's decision.	Give the assigned team member the recorded response and agreed criteria for this decision.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which suitable mentor has open capacity for this request?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

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