MATCH A MENTEE WITH A MENTOR

# Give mentoring requests a clear answer and a practical start

Let the mentor accept or decline with a reason. An accepted request can move into a planned first session and an opened conversation, giving both people a concrete way to begin.

**Choose a mentor with open capacity > Accept and kick off**

**SkillSmith · Describe a practical learning goal before requesting a mentor**

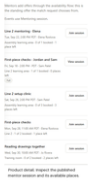
What do you want to learn? (required)

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

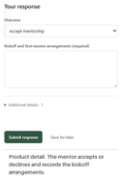
1. Describe the next skill in everyday words

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. |

## Record the decline so the mentee can choose again

In a worked example, the mentor declines the request; retain the declined outcome and let the mentee choose again without recording an active relationship.

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 | accepted / declined with reason, first session planned and conversation opened | Save the response with its work context. |
| Review point | first session planned and conversation opened | 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**<br>The task uses this material | Mentor availability and capacity - the standing offers, maintained by mentors through the availability flow in Resources. |
| **Connection request**<br>The task uses this material | The mentor connection request (goal, topic). |
| **Kickoff**<br>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 accepted / declined with reason, first session planned and conversation opened. 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 |
| --- | --- |
| **A completed entry is mistaken for the responsible person's decision.** | Give the receiving colleague the recorded response and agreed criteria for this decision. |
| **People cannot see the method or evidence behind a decision.** | Make methods, responsibilities and decision evidence visible for review. |

## 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.

- Has the proposed mentor accepted the relationship and arranged a kickoff?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

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