



ISFSI Mentor & Coaching Initiative 2025 – Outline & Timeline

Month 1 – Connection & Goal Setting

Objectives: Build rapport, establish communication patterns, and define the mentee's goals.

- **Week 1:**
 - Accept your mentee match in **MentorCity**.
 - Send a welcome message to your mentee introducing yourself, your background, and why you're excited to mentor.
- **Week 2:**
 - Schedule your first virtual or phone meeting (recommended 45–60 minutes).
 - Discuss your mentee's professional background, challenges, and aspirations.
- **Week 3–4:**
 - Collaboratively set **SMART goals** (Specific, Measurable, Achievable, Relevant, Time-bound) for the 4-month period.
 - Enter goals into MentorCity's goal-tracking feature.
 - Agree on preferred communication frequency (e.g., biweekly calls, monthly video chats, emails).

End of Month 1 Deliverable:

- Documented goals in MentorCity.
- Agreed communication schedule.

Month 2 – Skill Building & Knowledge Sharing

Objectives: Provide targeted resources and introduce professional development tools.

- **Week 1–2:**
 - Identify key skills or knowledge areas that align with the mentee's goals (e.g., curriculum design, public speaking, safety compliance).
 - Share relevant articles, webinars, or ISFSI resources.
- **Week 3–4:**
 - Begin practical exercises or assignments (e.g., developing a lesson plan, critiquing an instructional video, reviewing case studies).
 - Provide constructive feedback using MentorCity's private messaging and file-sharing features.

End of Month 2 Deliverable:

- Mentee has completed at least one practical exercise or skill application.

- Feedback provided through MentorCity.

Month 3 – Application & Reflection

Objectives: Help the mentee apply learning to real-world or simulated scenarios and reflect on progress.

- **Week 1–2:**
 - Have the mentee present or demonstrate what they’ve learned (e.g., a mock class, scenario-based discussion).
 - Offer specific, actionable feedback.
- **Week 3–4:**
 - Discuss real-life challenges the mentee is currently facing and work through solutions together.
 - Revisit goals in MentorCity to measure progress.
 - Adjust action steps if necessary.

End of Month 3 Deliverable:

- Mentee demonstrates applied skills.
- Updated progress notes in MentorCity.

Month 4 – Transition & Future Planning

Objectives: Solidify learning, ensure mentee independence, and plan for ongoing growth.

- **Week 1–2:**
 - Review progress against the original SMART goals.
 - Identify any gaps in skills or knowledge and discuss strategies to address them after the program ends.
- **Week 3:**
 - Encourage mentee to outline a **12-month professional development plan**.
 - Share your own career lessons and ongoing learning strategies.
- **Week 4:**
 - Conduct a final wrap-up meeting.
 - Celebrate successes and discuss how to stay connected through ISFSI.
 - Complete the MentorCity feedback and closure form.

End of Month 4 Deliverable:

- Final documented progress review in MentorCity.
- Completed closure form.