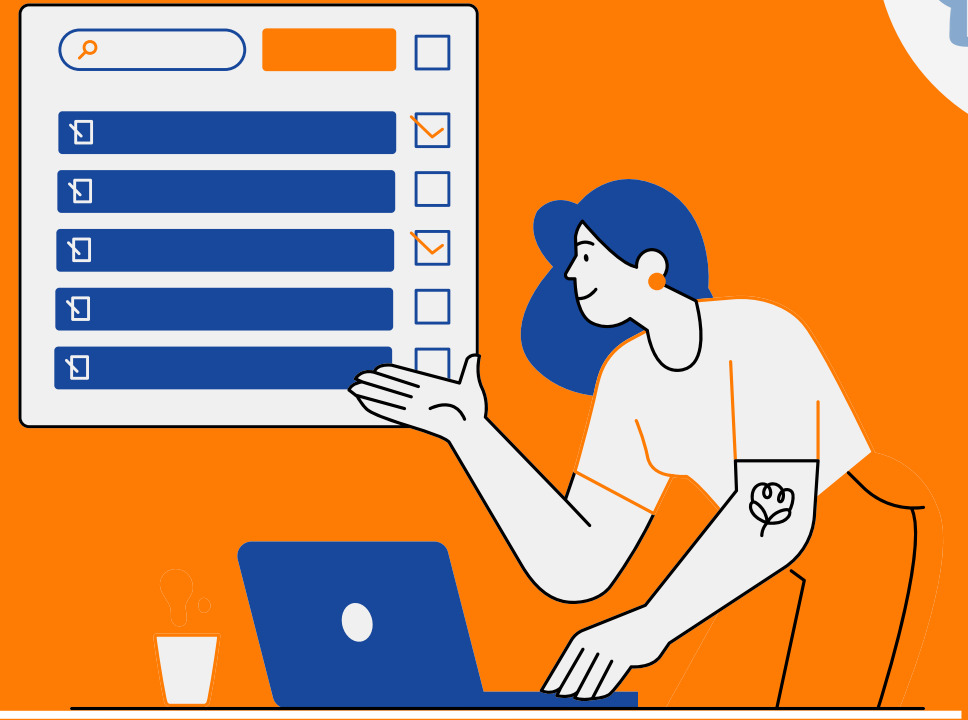


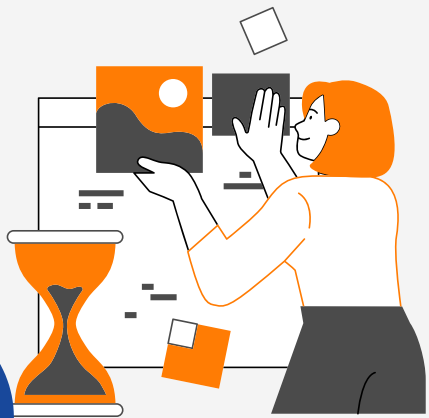
Mentoring Relationships Process Flow



What to expect

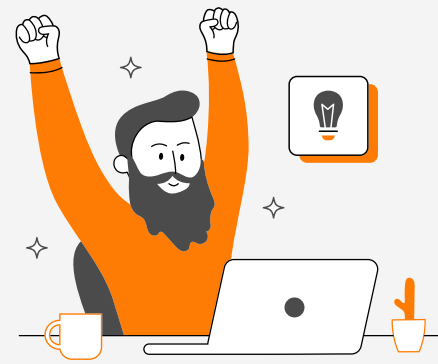
REQUEST MENTORS AND/OR MENTEES

Look through the proposed suggestions and use the dynamic search to find a suitable match using keywords. **It might take a few attempts to find the right person, so keep trying & don't give up!**



A RELATIONSHIP HAS BEEN ACCEPTED

Congratulations! You'll have been notified about this via email. Now it's time to organise the first meeting. You might choose to make this a chemistry conversation to ensure the match is the right fit.



LOG IN TO ORGANISE THE FIRST MEETING

Schedule the first meeting on the platform by choosing date, time and preferred meeting software.



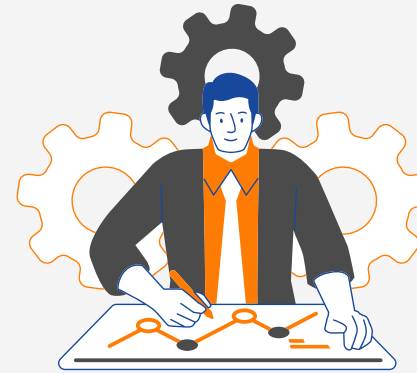
YOUR MENTOR/MENTEE HAS REQUESTED A MEETING WITH YOU

You'll see this email in your inbox. Accept the invitation or send a message to reschedule.



PREFERRED MEETING SOFTWARE

This will be pre-populated with Pushfar's built-in meeting software (based on Google Meet) unless otherwise specified. You can add your own "Zoom" or "Microsoft Teams" link if you prefer when setting up the meeting on the platform (just select "Other e.g. MS Teams").



ADD TO YOUR CALENDAR

Choose the "Add to Calendar" option to ensure you don't miss the meeting!

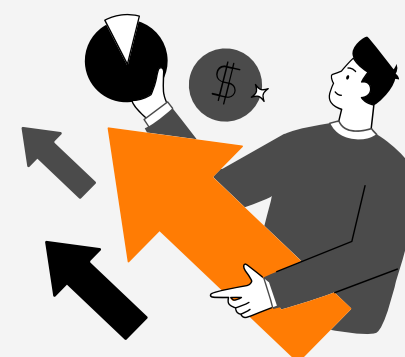
MEETINGS WILL DISPLAY IN YOUR PUSHFAR PROFILE

You can easily see what's coming up for you in your profile area. Both parties will be reminded via email when it's time to schedule your next meeting to help you keep on track.



EMAIL REMINDER

Another prompt to add this to your calendar will be received via email



YOUR SCORE

As your mentoring relationships progress, meetings are scheduled, held and goals are achieved, you will earn points and your 'Score' will increase!



PLEASE PROVIDE YOUR MENTOR/MENTEE WITH FEEDBACK

When a relationship has ended, each party will be requested to provide feedback. If this isn't completed immediately, a reminder email will be sent.

