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Guidelines For YUGMA Mentors

VANS SKILLING & ADVISORY

Mumbai : Research and Knowledge Lab, CIMR, Bandra
East, Mumbai - 400053

Bengaluru : Muneesh Legacy, 13th Cross Park, Indiranagar
II stage, Bengaluru - 38

Reach us:

faisal@vansskilling.co.in

shriram@vansskilling.co.in

ABOUT YUGMA

YUGMA, in Sanskrit, means "the state of being in unified collaboration". In the last 12 months YUGMA has established itself as a platform to enhance collaboration between organisations and B-Schools by curating and partnering through meaningful interventions.

YUGMA is an Edutech arm of VANS Group that has verticals as diverse as Investments (Early stage, Mid stage, High growth organisations), Skilling and Advisory (Interim CXO services, Processes and Functional transformation in organisations) and a Foundation.

Founded by CXOs who have collectively mentored more than 10,000 students in B-Schools, YUGMA's advisory board comprises some of the brightest brains from the Industry and Academia.



EdTech platform under the aegis
of VANS Skilling and Advisory



Enhances Industry – Academia
Partnership through collaboration
and mentorship



Collaborates with B-Schools across
boundaries creating opportunities that
help corporates build their talent pool

YUGMA – Reach and Presence

10,000+

Student
Communities

120 +

B-School
Collaborations

35+

MSMEs, Startups &
Global Companies

60+

Industry and CXO
Mentors

4

Strategic Case
Study
Competitions

200+

Internship
Opportunity

Mentoring Explained

In The Odyssey (written by Homer, a Greek poet), Odysseus (known as Ulysses in the Latin translation) was preparing to fight the Trojan War when he realized he would be leaving behind his only son and heir, Telemachus. Since the child was young and wars typically dragged on for years (the Trojan War lasted 10 years), Ulysses entrusted Telemachus' care and education to Mentor, his wise, trusted friend.

A Mentor is a wise trusted friend, thus, who helps another person develop his or her goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities. Mentors also draw benefits from the mentoring relationship. As a mentor, you will have the opportunity to share your wisdom and experiences, evolve your own thinking, develop a new relationship, and deepen your skills as a mentor.

YUGMA Mentoring Program

YUGMA today has a reach with 20K+ students across 100+ B-Schools in India. These students need constant support from industry mentors to understand careers, demands from the industry, preparation for roles ahead and facing interviews with confidence. Through this mentoring platform we aim to connect such students and B-Schools on one hand and corporate professionals who are passionate about transforming the student capabilities on the other hand. We aim to clock in 10,000 hours of meaningful mentoring by end of March 2022.

Ask these questions before becoming a YUGMA Mentor

If you are contemplating on becoming a YUGMA Mentor, reflect on these questions prior to committing to the relationship:

- Am I passionate about students and providing them with practical insights that will help them in careers ahead?
- What experiences and learning can I bring to the mentoring relationship?
- What are my own expectations for the relationship?
- Are there any obstacles that could impede the relationship's development?
- Will I be able to devote sufficient time to my mentee to help them fulfil their development goals?

If the answer to all of the above is a singular word, YES, we welcome you into this fun filled journey of learning and growth.

What Happens Next

1. We encourage you to click on portal yugmaonline@vansskilling.co.in/mentor/request and apply as a mentor by filling up all the details. Please do not leave any portion blank as that

may delay the mentor approval process. Students will look for you based on the information that you will provide, especially Expertise.

2. Once you have completed the application form, we will review your application and set up a quick chat with you offline.
3. If, for some reason, your request is not approved, YUGMA will send you an email advising you of the reasons and actions we could take together to get you onboarded asap.
4. Once accepted, you will receive an email from YUGMA indicating application acceptance with login credentials to your mentor dashboard.
5. On receiving an acceptance email, you will have to reset your password at login.
6. After login, check your profile to verify all details provided by you are correct and keep updating it with time for students to see.
7. Create the time slots in the portal that you are willing to offer to the students. These will be 60 minutes slots. **We request you to create the slots that you know you can surely commit to.** The steps to do those are as follows:
 - o Make sure on first time login, you go to your profile screen and create a time slot with the date and duration. Every time slot you create will be a separate mentoring session with the student.
 - o Alternatively, you can create your time slots by hovering over the date for mentoring session in the mentor dashboard calendar
 - o Time slot creation from your profile creates an empty slot for students to request. Requests from students will be notified to you by email and also be visible in - yugmaonline@vansskilling.co.in/mentor/bookings.
 - o As a mentor you can accept the time slot or reject it depending on your availability and student problem statement. On both accepting and rejecting we request you also put the reason for the same.
 - o Once the slot is booked, both you and the student will receive an email for slot creation and then you can take this session up on any platform of your choice.
8. You are now good to start and happy mentoring ahead!

During the Mentoring Session

Be on time and encourage the mentee to also respect your time. If, for some reason, you are late for the session please let the mentee know in advance. Encourage the same with your mentee as well.

Think of yourself as a “learning facilitator” rather than the person with all the answers. Help your mentee find people and other resources that go beyond your experience and wisdom on a topic.

Emphasize questions over advice giving. Use probes that help your mentee think more broadly and deeply. If he or she talks only about facts, ask about feelings. If he or she focuses on feelings, ask him or her to review the facts. If he or she seems stuck in an immediate crisis, help him or her see the big picture.

When requested, share your own experiences, lessons learned, and advice. Emphasize how your experiences could be different from his or her experiences and are merely examples. Limit your urge to solve the problem for him or her.

Resist the temptation to control the relationship and steer its outcomes; your mentee is responsible for his or her own growth.

Help your mentee see alternative interpretations and approaches.

Build your mentee's confidence through supportive feedback.

Encourage, inspire, and challenge your mentee to achieve his or her goals.

Help your mentee reflect on successful strategies he or she has used in the past that could apply to new challenges.

Reflect on your mentoring practice. Request feedback.

Enjoy the privilege of mentoring. Know that your efforts will likely have a significant impact on your mentee's development as well as your own.

Mentoring Ethics and Code of Conduct

At YUGMA we place the trust, confidence and safety of both our mentors and mentees in high regard. With that in mind, we want to provide you both a platform where you feel safe to be yourself and conduct your role in an enhancing space. We request you to go through the guidelines below and check the code of conduct acceptance on the mentoring request form on the portal. We trust that this will help you build trust and an enriching relationship with your mentee.

1. Throughout, the mentor and mentee will maintain a high level of confidentiality which is appropriate and is agreed at the start of the relationship.
2. The mentor will respect personal boundaries to ensure preserved privacy and promote a healthy balance in the relationship.
3. The mentor will respond to the mentee's learning and development needs only.
4. The mentor will not exploit the mentee in any manner, including, but not limited to, financial, sexual or those matters within the professional relationship.
5. The mentor will ensure that the duration of the mentoring contract is only as long as is necessary for the mentee and agreed with YUGMA.
6. The mentor understands that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following: Maintenance of agreed confidentiality of all information relating to stakeholders; avoidance of any exploitation of the former relationship; provision of any follow up which has been agreed; and, safe and secure maintenance of all related records and data.

Should you observe any inappropriate behavior on the part of your mentee, please do escalate the same to us on faisal@vansskilling.co.in

What can you cover during the mentoring session?

While we strongly encourage students to come up with the agenda that is most important for them in this mentoring session, here are some pointers that you may refer to that will define the contours of the overall session:

Provide guidance on the sectors the student may be interested in

Provide guidance on specific roles that the students may want to evaluate

Share your career journey with them and help them build perspectives

Help them build their CV

Offer any last mile support – Guidance needed for interview preparation or presenting themselves well in front of recruiters

Help them develop goals and milestones that they can achieve during the mentoring engagement. (A sample is given later in the document for your reference)

Any other agenda that the student brings in and it is in the scope of mentoring guidelines laid out.

After the Mentoring Session

Fill up the feedback form given for each booking under upcoming bookings - yugmaonline@vansskilling.co.in/mentor/bookings and let us know about your experience of the session as well as give feedback to the mentee. **This will also help us know that the session has been completed.**

Send the feedback form to the mentee after the session under upcoming bookings yugmaonline@vansskilling.co.in/mentor/bookings and ask them to fill the feedback for the session. This will help you also receive student feedback on the session.

YUGMA team will connect and let you know about the number of sessions that you could offer to a student. If the student requests for more sessions, please do let us know in advance.

Open up new slots on your calendar yugmaonline@vansskilling.co.in/mentor/dashboard so more students can connect with you and leverage your expertise.

Keep checking your emails. We will intimate you as soon as a student sends in a connection request.

Keep updating your profile on the mentor portal. We know there is so much of you that students can leverage.

ALL THE BEST!

Sample Goal Sheet that you may ask your Mentee to fill up after each session

What is the Goal

Time based Milestones

How will goal achievement help you

Potential Barriers

Support needed to achieve the Goal

How will you measure progress

Some Resources to help support your mentoring sessions

<https://hbr.org/2017/03/6-things-every-mentor-should-do>

<https://www.td.org/insights/7-tips-about-how-to-mentor-someone>

<https://www.forbes.com/sites/carriekerpen/2018/06/18/5-things-great-mentors-do/>

<https://www.youtube.com/watch?v=wdOL5DwVveA> (Mentoring Techniques from Movies)