LifeMoxie® Mentoring

8 Easy Steps to Get Started

1. **Login**

   - New users: Go to the login box and "Click here to register for access." Complete the registration form. Click "Register".

     - ❖ Complete the registration form. Click "Register"
     - ❖ Complete your Profile *(you can update at any time)*
     - ❖ You will receive an email from the mentoring program with a link.
     - ❖ Click on the link to verify your login and password.
     - ❖ You can change your password at any time.

   - Returning users: Go to the login box and enter your email address and password

     - ❖ Forgot your password? Just click the words "Forgot your password?"

2. **Set Goals**

   - Ask yourself and each other:
     - ❖ What do you want to accomplish in a mentoring relationship?
     - ❖ What outcomes do you want to achieve?
     - ❖ What will success look like at the end of the relationship?

   - Articulate your goals
     - ❖ Be ready to share these with your mentoring partner
     - ❖ Determine and clarify the reasons you want to mentor someone or be mentored by someone

   - A "Setting Actionable Goals" Worksheet is available in the Resource Center

3. **Complete Your Profile**

   - Why?
     - ❖ This is your online resume or CV
     - ❖ It's an opportunity to toot your horn
     - ❖ It's an opportunity to declare your criteria and desires for mentoring
   - How?
     - ❖ Find the Profile on your Welcome Page
     - ❖ There are 4 tabs. Each can be updated at any time.
     - ❖ All information will be viewable and searchable in the community
     - ❖ Be relentlessly professional, fearlessly confident, and shamelessly committed to your own growth and development

4. **Find / Make Connections**

- Click on "Connect" from the top nav bar or from your Welcome Page

There are 5 ways to match or be matched with potential Mentors and Mentees/Protégés:

1. <u>InstaMatch</u>: The system will automatically match you with the top 10 best matches. You can refresh the list to see the next 10 best matches.
2. <u>Search</u>: Create your own search based on your goals and desired search criteria
3. <u>Match Me</u>: Request to be matched personally by the Mentoring Team
4. <u>Request a Match</u>: Request to be connected to someone directly by name
5. <u>Get Started</u>: Once you update your Profile and hit "Save & Get Started" the system will automatically suggest potential matches for you

5. **Read Weekly Progression Emails**
- Once you and your mentoring partner confirm a mentoring connection, you'll both receive weekly/monthly progression emails
- Designed to guide you in creating an effective mentoring relationship

6. **Access the Resource Center**
- In the Resource Center, there are many tools, workbooks, and guides to support your success in mentoring.
- Use the tools to structure an effective mentoring relationship.

7. **Attend Success @ Work Webinars**
- Attend monthly webinars to learn skills and strategies for work effectiveness and success
  - ❖ Fourth Wednesday of every month
  - ❖ @ 9:15-10:00am PST / 12:15-1:00pm EST
- All topics are listed in the Webinars page
  - ❖ Accessed under "Resources" on the top nav bar or the Welcome Page
- Work on these topics in your mentoring relationships
  - ❖ Discuss the strategies with your mentoring partner and accelerate your own success
- Miss a live session? All webinars are recorded and available on the Webinars page

8. **Attend Success @ Mentoring Webinars**
- Attend monthly webinars to learn skills and strategies for mentoring effectiveness and success
  - ❖ Second Wednesday of every month
  - ❖ @ 9:15-10:00pm PST / 12:15-1:00pm EST
- All topics are listed in the Webinars page
  - ❖ Accessed under "Resources" on the top nav bar or the Welcome Page
- Discuss these topics with your mentoring partner
- Miss a live session? All webinars are recorded and available on the Webinars page