

Client Launch Deck

About the Client Launch Deck

Please see yellow post-its
throughout and update the
slides as required.

This deck is a resource that 10KC Program Managers can use to launch your 10KC program to your users. It includes slides that can be adapted to your target audience when announcing your Program to facilitate program awareness.

This is a template that should be adapted for your program.



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- [Launch Event](#)
- [Program Orientation](#)
- [Group Mentorship Program Orientation](#)
- [Sponsorship Program Orientation](#)
- [Sponsorship Program Training](#)



Pre-Launch Meeting for Leaders (optional)

What is it?

A pre-launch Announcement at an existing Leadership meeting (optionally co-hosted by 10KC)

- Why we are investing in this program
- How to speak about this Program to their teams
- Expectations of participating

Who presents?

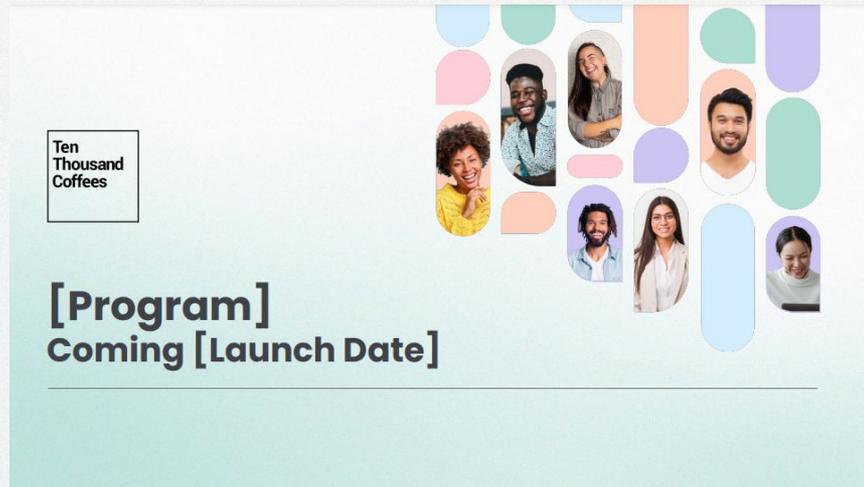
Executive Sponsor + 10KC (optional)

When is it?

~2 weeks pre-launch

Recommendations

- This meeting is optional
- Schedule this meeting at least 2 weeks in advance



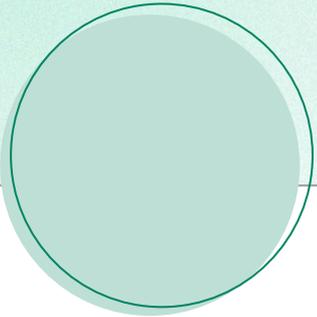
Ten
Thousand
Coffees

[Program]
Coming [Launch Date]



Add Company Logo,
Program Name, Launch
Date

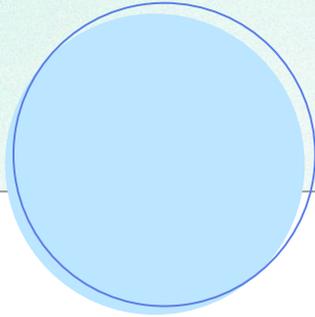
The Team



**[Executive
Sponsor Name]**

[Role]

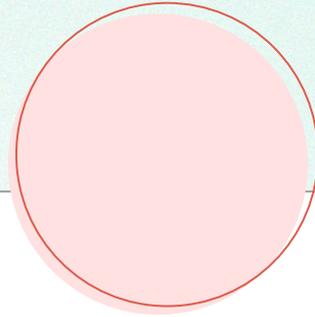
[email]



**[Program
Manager Name]**

[Role]

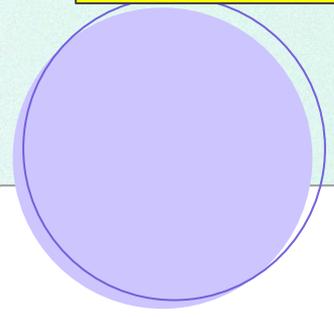
[email]



[CSM Name]

Customer Success
Manager

[email]

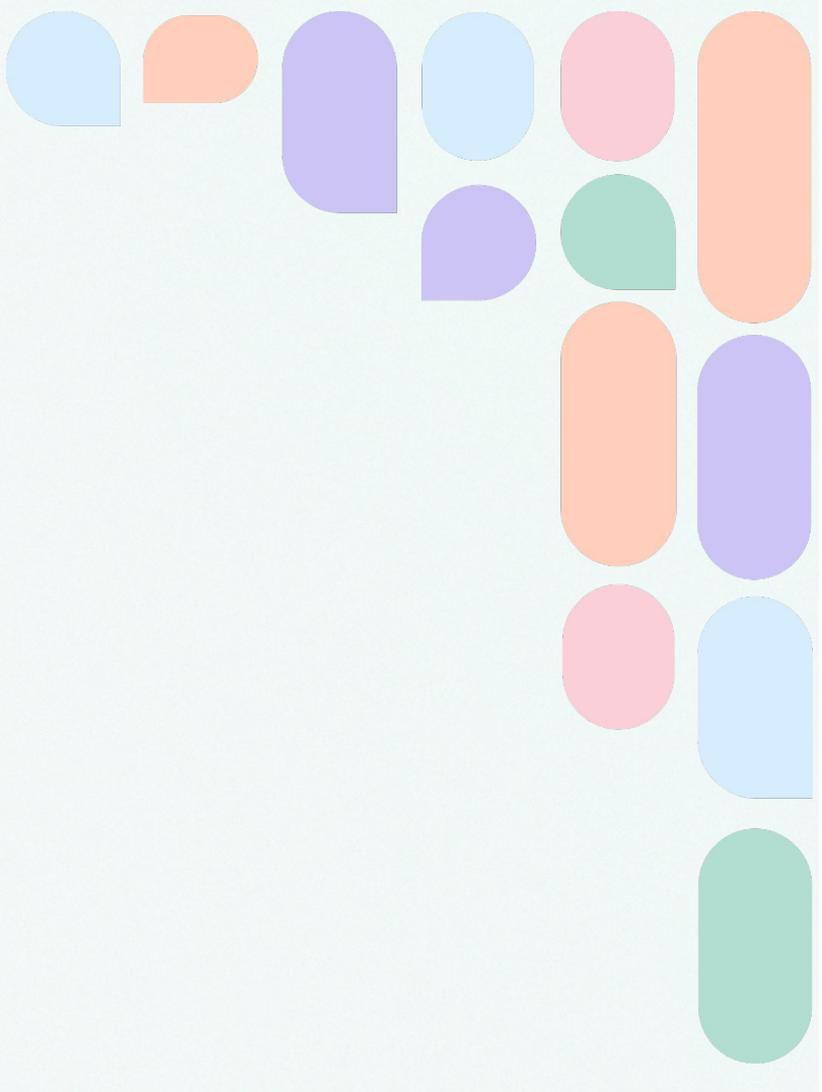


[IM Name]

Implementation Manager

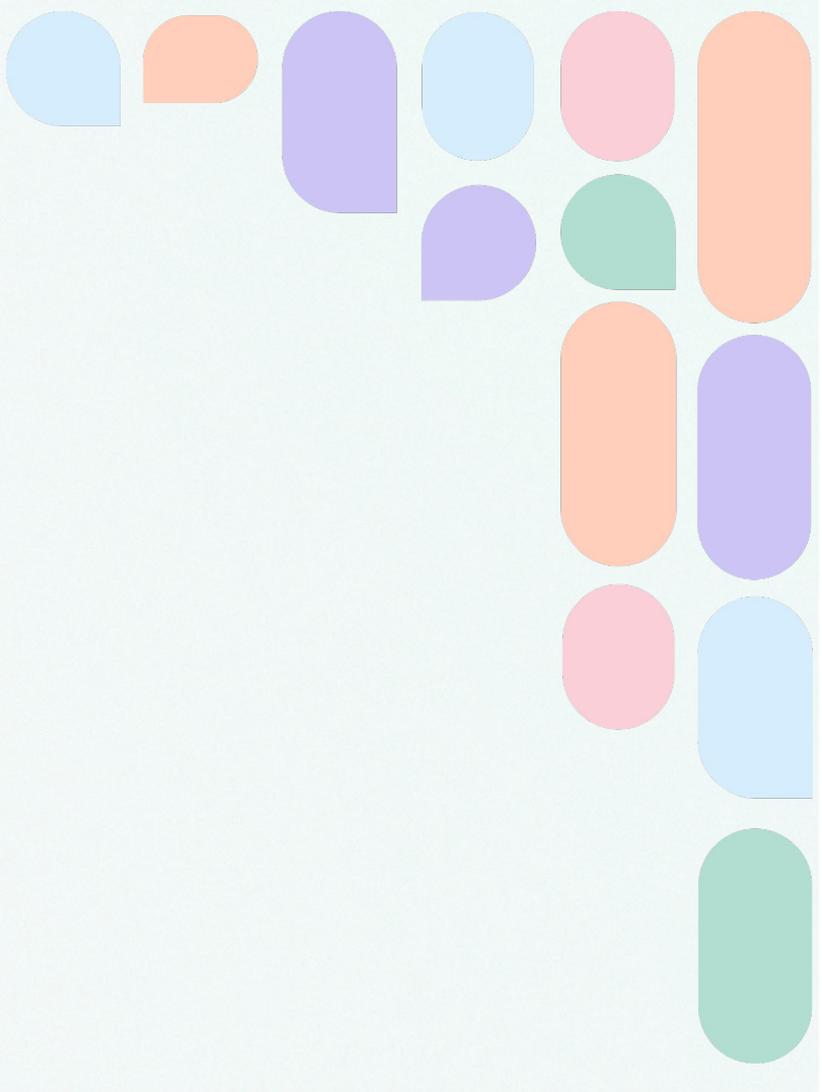
[email]

Update team
member names
and images

A decorative graphic in the top right corner consisting of several overlapping rounded shapes in light blue, orange, purple, pink, and green, arranged in a grid-like pattern.

Agenda

- What is 10KC?
- Why we've partnered with 10KC
- How it works
- How you can help

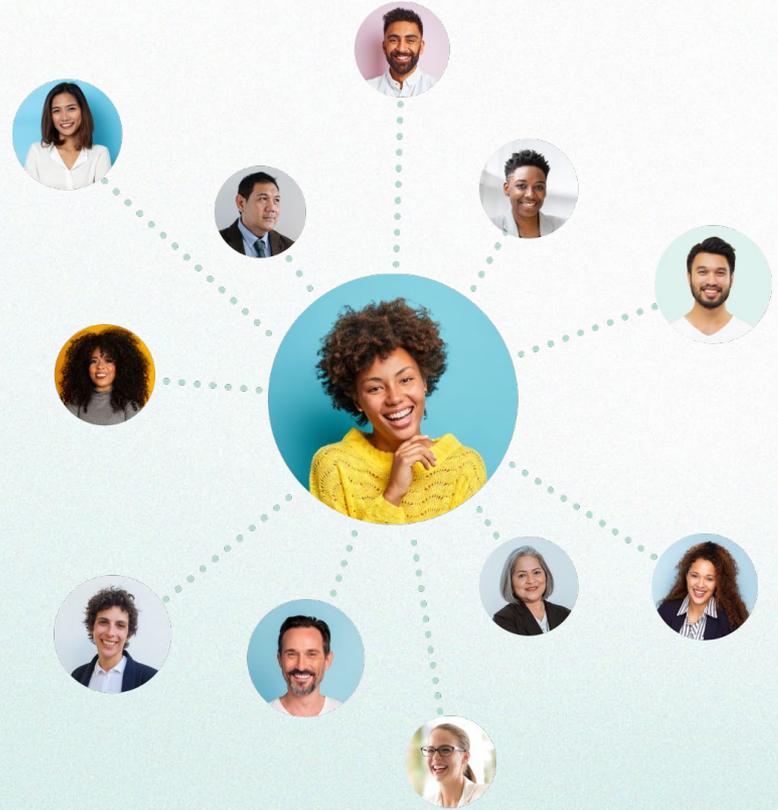
A decorative graphic in the top right corner consisting of several overlapping rounded shapes in various colors: light blue, orange, purple, light blue, pink, orange, purple, green, orange, purple, pink, light blue, and green.

Agenda

- **What is 10KC?**
- Why we've partnered with 10KC
- How it works
- How you can help

Ten Thousand Coffees is an all-in-one platform for inclusive mentoring, networking, and skill development.

We help *everyone* get the career
development they need to succeed.





Our Solutions



Mentorship



Connectivity



Diversity, Equity & Inclusion



Onboarding



Early Talent



Leadership Skills

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We're Listening.

From our 2022 Employee Engagement Survey results...

- **X** employees across **X** locations
- **X%** of employees felt connected
- **X%** feel that they are growing professionally
- **X%** would recommend [Business] as a place to work
- **X%** see a path for me to advance my career in our organization.

Update company logo

Update with internal engagement survey results



Partnership vision



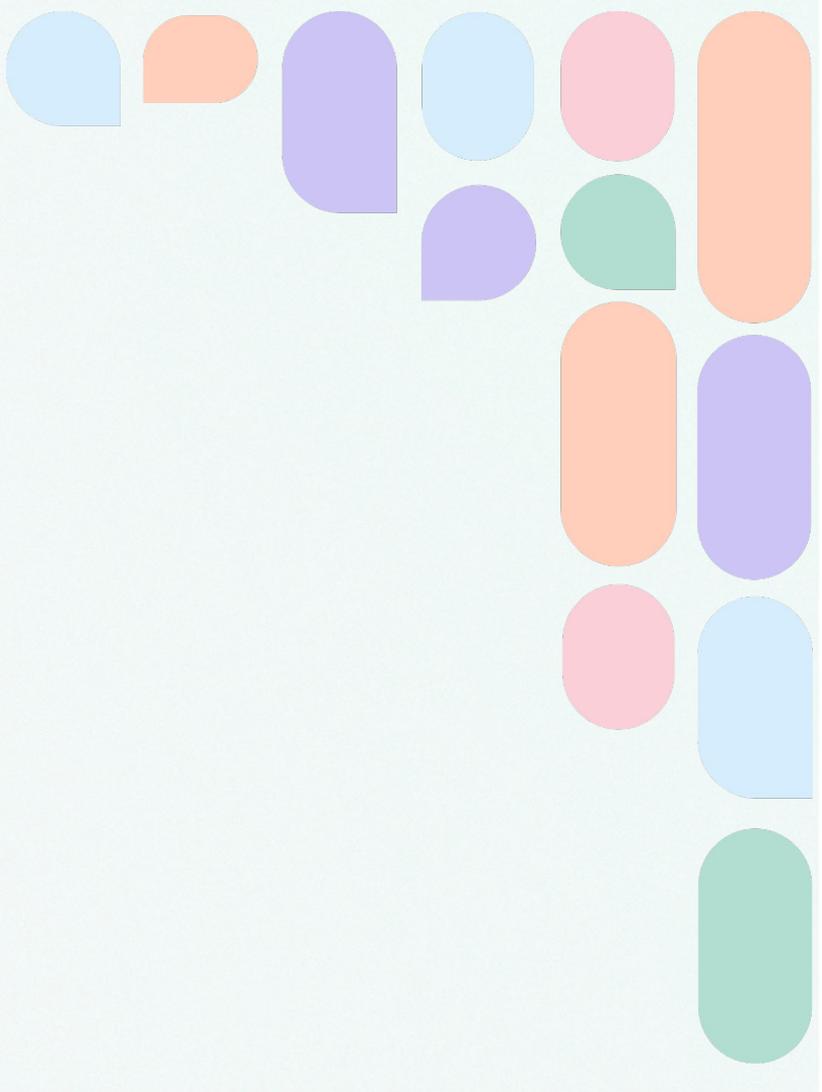
Update company logo,
company name

Update slide with program
purpose, objectives,
member outcomes

Create a culture of and inclusion at [CLIENT NAME]

by empowering all employees, and enabling lines of business and functions to implement an informal talent development program for the needs of their employees.

- + Build
- + Manage
- + Measure
- + Integrate
- + Scale

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- What is 10KC?
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- How you can help



How it Works

Michaela, meet Jon!



Jon Wilson
Manager, R&D
Consumer Products

Say Hello 🙋

😄 Why Jon?

💬 Suggested Topic

Jon, meet Michaela!



Michaela Fisher
Intern, R&D
Consumer Products R&D

Say Hello 🙋

😄 Why Michaela?

💬 Suggested Topic

Introductions

Office Hours

LIVE



OFFICE HOUR

**Leadership Development:
Why Soft Skills Matter**



Today • 9:30 - 10:30 AM



MENTORSHIP PROGRAM TOPIC

Goal Setting

MENTORSHIP PROGRAM TOPIC

Prioritization & Time
Management

Mentoring Programs

Introductions

1:1 Networking Conversations

Remove if not implementing Introductions feature

Michaela, meet Jon!

 **Jon Wilson**
Manager, R&D
Consumer Products

Say Hello 🙌

Why Jon?
You've been introduced to Michaela because you are looking to meet with more junior colleagues in your department and sector.

Jon, meet Michaela!

 **Michaela Fisher**
Intern, R&D
Consumer Products R&D

Say Hello 🙌

Why Michaela?
You've been introduced to Jon because you are looking to meet with more senior colleagues in your department and sector.

Hey Jon,

Say hello to your match for this round of introductions:



[Michaela Fisher](#) (she/her)

💡 **Tip:** Replying to this email sends a message directly to Michaela.

Send calendar invite

Recognize them for their expertise:

Recognitions help Jon establish their expertise and professional brand.

- + Professional insights
- + Personal insights
- + Career advice
- + Strategic networking
- + Leadership

Recognition will be displayed on Jon's public profile.

1 Receive a new match every month

2 Schedule & meet your match

3 Share feedback & recognition for your match

Office Hours

Engage with Subject Matter Experts

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Add a question for participants

Questions for participants

What questions do you have for Amanda Benson about team vision, mission, or business strategy?

Attendees' Responses



How to collaborate better as a team



Company mandates and execution

OFFICE HOUR
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They recommended some great literature and I learned how to become a better ally. 😊



Learned actionable steps on how I can progress as a woman in my career. 😊



I overcame my shyness and learnt how I can further develop my skills. 😊



1 RSVP and drive the agenda

2 Join the conversation & participate

3 Share feedback & recognize the SME for their time

Development Programs

Guided 1:1 programs focused on career development

Remove if not implementing Development Programs feature

You have a match for the Mentorship program!



Congratulations — you've been matched!

Based on the preferences you set in your profile — your goals, interests and unique attributes like role and department — we've created your personalized pairing.

[Book a meeting](#)

MENTORSHIP PROGRAM

Meeting 1: Goal Setting



DISCUSSION QUESTIONS

What motivated you to join this program? What does success look like at the end?

DISCUSSION QUESTIONS

What are your professional development goals over the next 3-12 months?



I learned new skills which will help me in my current role.

Yes Not yet

I feel more effective in my role as a result of this program.

👍 👎

Share a highlight of your conversation:

Ken helped me understand the different career paths available at this company

1 Schedule your recurring meeting with your Mentor

2 Meet and share career insights

3 Give feedback & help inform future learning initiatives

[CLIENT] employee's personalized development experience

Remove features not in scope

Update company name, company logo



[CLIENT] employee

Ready to take the next step in her career, wants to learn from other people at [CLIENT]

12 new peers

At the end of 1 year, she'll have met with 12 other peers to learn from based on her preferences, stage, and goals. This will be a network of people that can support her in current role and help her understand various career paths at the company.

4 leaders

Quarterly group conversations with leaders who can share career advice and best practices.

1 mentor

Form an ongoing mentorship relationship that follows a structured curriculum.

Ten
Thousand
Coffees

Office Hours Scales the Reach of Your Leadership Strategy

Quickly align employees to your leadership objectives, encourage two-way conversations and open dialogue, while preventing internal miscommunication and building trust in the workplace.



Get started today with our easy to use templates



Leader Fireside

Rally your organization around your top mandates, priorities, and objectives.

[Use template →](#)



Career "Ask Me Anything" Chat

Support leadership and talent development in your organization by sharing your career journey.

[Use template →](#)



Ask an Expert

Spark innovation & collaboration by sharing your expertise with members across your organization.

[Use template →](#)



DEI Champion Roundtable

Help teams share, understand, and value differences by hosting a roundtable discussion on a diversity, equity, or inclusion topic.

[Use template →](#)



New Leader Team Chat

First impressions matter! Intro yourself and get to know people in your team.

[Use template →](#)

+ many more

Mentorship Program Preview

Meeting 1: Goal Setting & Getting to Know Each Other

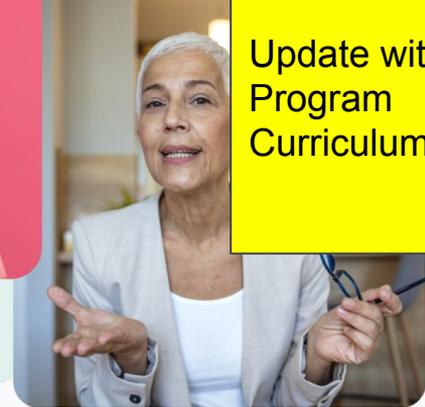
Meeting 2: Identifying Barriers to Career Growth

Meeting 3: Working with Others

Meeting 4: Embracing Change

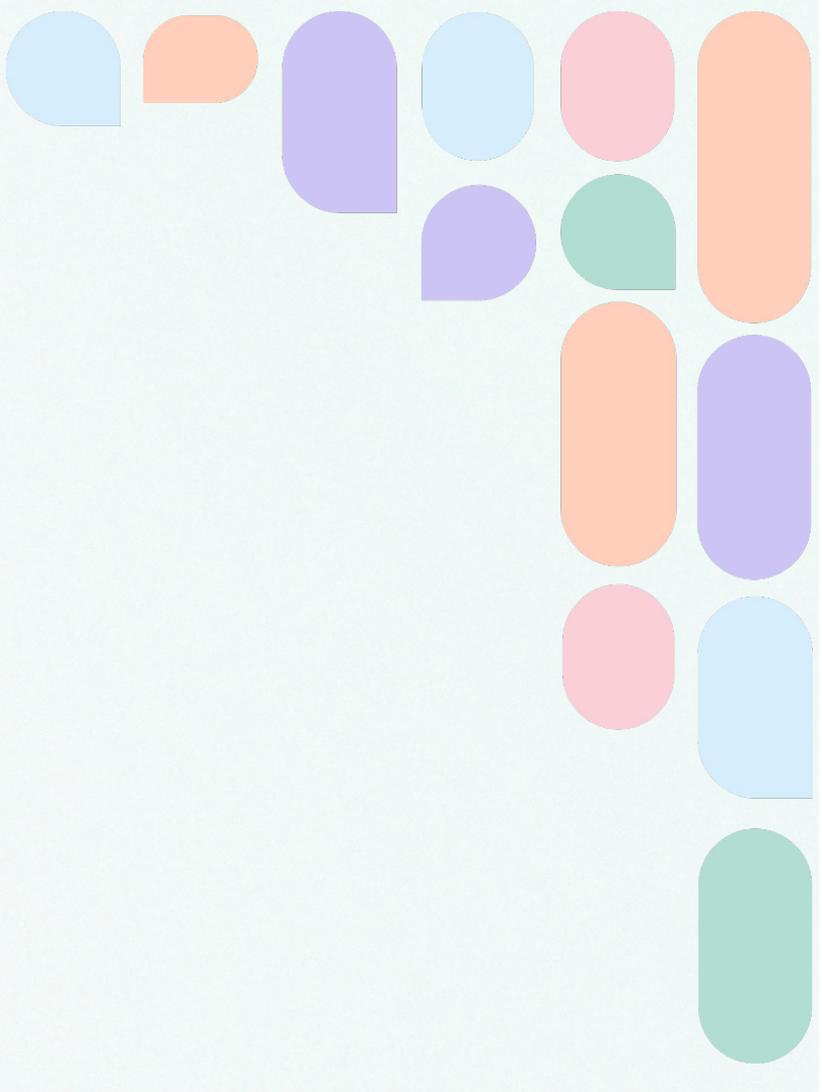
Meeting 5: How to Stand Out

Meeting 6: Reflection & Next Steps



Remove if not
implementing
Development
Program

Update with
Program
Curriculum

A decorative graphic in the top right corner consisting of several overlapping rounded shapes in light blue, orange, purple, pink, and green, arranged in a grid-like pattern.

Agenda

- What is 10KC?
- Why we've partnered with 10KC
- How it works
- **How you can help**

Pathway to Launch

[date 1]
Community Invites Sent



[date 3]
1st Office Hour Hosted



Develop

Matches



[date 1]
1st Introduction Sent



[date 4]
Development Program
Invites Sent



Customize slide with features in scope and updated dates

How you can help

1. **Claim your profile and get started!**
2. **Encourage your team to participate**
3. **Commit what you can**
 - Use **Office Hours** as a tool to meet organizational and team goals, remove barriers, and teach others
 - Sign up to be a **mentor**
 - Participate in **Introductions**

Remove features
not in scope



Claim your profile

You're In! 🌟



Michaela

- 👉 Add what you do
- 👉 Add more information

[Complete my profile](#)

What role best describes you?

Role

What role best describes you?
Where do you work mostly?

Select an option

[Continue](#)

Your interests

- Entrepreneurship
- Media & Telecom
- Education
- Business

Your goals

Want	Offer	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entrepreneurship
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entrepreneurship

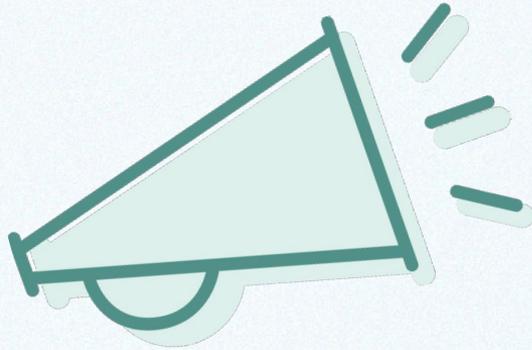
1 Check your Email
& Accept the
Invitation

2 Populate your
Profile Details

3 Add your Goals
and Interests

Encourage your team to participate

Help us spread the word by emailing these resources to your team members.



10KC FAQs
Reilly Lalland · Updated 2 months ago

Welcome to 10KC! We're excited you're here. You've probably got a few questions before you get started — we would too. So we've answered some of the most common ones below.

Why are we using 10KC?
We've partnered with 10KC to help every employee work engaged and connected, develop their skills, find cross-team collaboration opportunities, and uncover new career pathways.

How should I connect with my introduction?
That's totally up to you! We recommend connecting over our existing virtual meeting tools meeting tools at the end of your introduction. If you're meeting through video, be sure to keep your camera on so you're engaged!

What do I do if I don't think my introduction is relevant?
It's easy to jump to conclusions. But, you never know what you might learn from a new introduction. Even if you think your introduction may not be relevant, connect anyway! Chances are you'll share more excitement than you think. Why? Because your expertise and experience will help them learn something new. If you truly believe your connection is not a good match, consider updating your goals and interests on your profile.

(The document also features a graphic of four diverse people's faces connected by lines, representing a network.)

[FAQs for Members](#)

People Managers 10KC Start Guide
Reilly Lalland · Updated 2 months ago

We've partnered with 10KC to help every employee build the internal network they need to stay engaged, connected, and productive in their role.

Empower every employee to own their personal development
When employees are looking to learn something new, they're more likely to turn to a colleague or a manager first. That's because 80% of learning happens informally. But informal learning is often left to chance. 10KC makes it easier for every employee to find informal development opportunities that help them achieve their development goals, by connecting them with colleagues who can offer mentorship, learn from a new skill, share career advice or a new perspective.

How it works

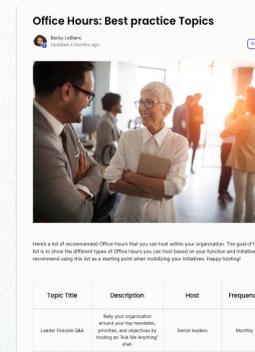
- 1 First, we'll get to know a little bit more about what each employee is looking to learn, connect with, help coach or help develop.
- 2 Next, we'll use these details to match them — either 1:1 with a peer or in a small group with a leader — for conversations focused on their development.
- 3 Once they've been matched, we'll send an email to their inbox. We'll be there to make sure they have all the support and offer some collaborative discussions to get the conversation started.
- 4 After they've met, we'll send a survey to ask them about their conversation, so we can ensure employees are getting the most out of the experience. It takes less than an hour each month. And you can rest assured every minute will be well spent.

(The document also features a graphic of four diverse people's faces connected by lines, representing a network.)

[FAQs for People Managers](#)

Commit what you can

- Use **Office Hours** as a tool to meet organizational and team goals, remove barriers, and teach others
- Sign up to be a **mentor**
- Participate in **Introductions**



Office Hours: Best practice Topics

Here's a list of recommended Office Hours that you can host within your organization. The goal of this list is to show the different types of Office Hours you can host based on your function and initiative. We encourage using this list as a starting point when building your calendar. Happy hosting!

Topic Title	Description	Host	Frequency
Leader Executive Q&A	Help your organization advance your business, products, and solutions by asking on "Ask Me Anything" days.	Senior leaders	Monthly

Best Practice Office Hour Topics



Office Hours Fast Facts for Leaders

Remove barriers between employees and senior leaders through Office Hours. As a senior leader, you can use these 10 Office Hours Fast Facts to have high-impact conversations on one topic with employees at your organization.

What is an Office Hour?

- An 15-30 min. 1:1 session to host live real-time conversations between employees and leaders. They can be organized by department or division to enable cross-departmental conversations with senior leaders.

Why Host an Office Hour?

- It's an opportunity to ask about important topics with employees and have a chance to hear from their voice. You can leverage the platform to have leaders and employees at large.
- Employees share their thoughts.
- Help employees connect their work to the bigger picture of their company's mission.
- Remove confusion by giving them time to discuss their developmental and mentoring opportunities.

Benefits of Hosting Regular Office Hours:

1. Showcase all your talents in one place
2. Gain insights from your employees' needs and concerns
3. Get your employees' feedback before the event
4. Get their views on the event with enhanced real-time survey
5. Give your network and personal brand a boost
6. Connect employees and build their internal networks

Office Hours Fast Facts for Leaders



Tips for session

Remove features and links not in scope

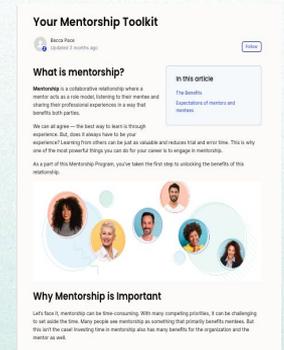
1. Define your scope
 - Start by identifying the primary objectives of your session and the key topics you want to cover.
 - To develop a clear scope, consider:
 - What are the key topics?
 - What are the key questions?
 - What are the key outcomes?

Accounting for the time and effort required to get prepared. Remove any extra links or templates to get prepared.

2. Choose your topic

When it comes to choosing the topic of your Office Hour, make sure it aligns with your current objectives and goals. Use the list of Office Hours topics as a starting point for the type of session you can host. Make sure your topic is clear to attendees so they can prepare for your session.

Office Hour Tips for Hosts



Your Mentorship Toolkit

What is mentorship?

Mentorship is a collaborative relationship where a mentor acts as a role model, sharing their expertise and offering their professional experience in a way that benefits both parties.

We can all agree — the best way to learn is through experience. But, does it always have to be your experience? Learning from others can be just as valuable and reduces trial and error time. This is why one of the most powerful things you can do for your career is to engage in mentorship.

As part of the Mentorship Program, you've been the first step to unlocking the benefits of this relationship.

Why Mentorship is important

Let's face it, mentorship can be time-consuming. With many competing priorities, it can be challenging to fit into the busy workday. Many people see mentorship as something that senior leaders do, but it's not the case. Investing time in mentorship also has many benefits for the organization and the mentor as well.

Mentorship Best Practices

Add program
manager email

Questions?

Send questions about the Program to
[Program Manager Email]

Send questions about the Product to
support@tenthousandcoffees.com





Launch Event (optional)

What is it?

A Launch Event co-hosted by 10KC to inform members:

- Why we are investing in this program
- What to expect
- How to claim their profile

Who presents?

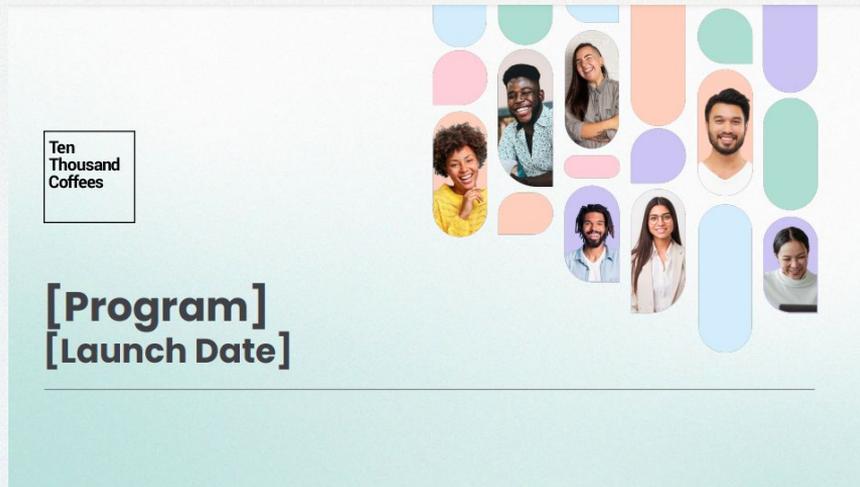
Executive Sponsor + 10KC

When is it?

On Launch Day

Recommendations

- This meeting is optional. The same content will also be shared in the Program Orientations so if your Program is prioritizing Mentorship this may not be required.
- Schedule this meeting at least 2 weeks in advance



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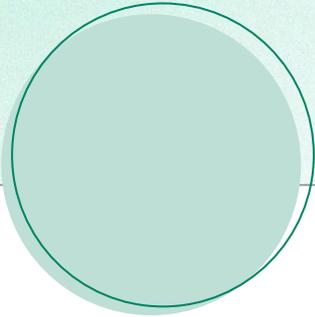
[Program]
[Launch Date]



Add company logo,
program name, launch
date

The Team

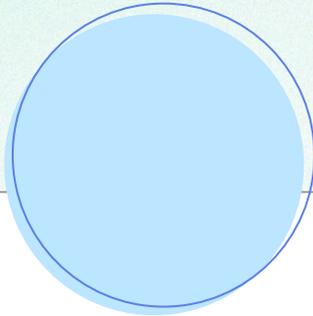
Update team member names and images



[Executive Sponsor Name]

[Role]

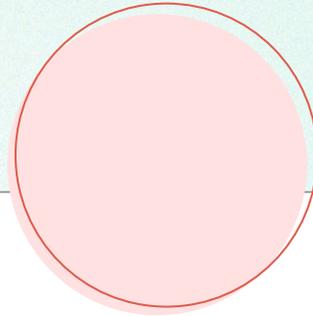
[email]



[Program Manager Name]

[Role]

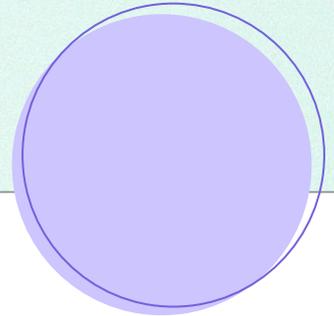
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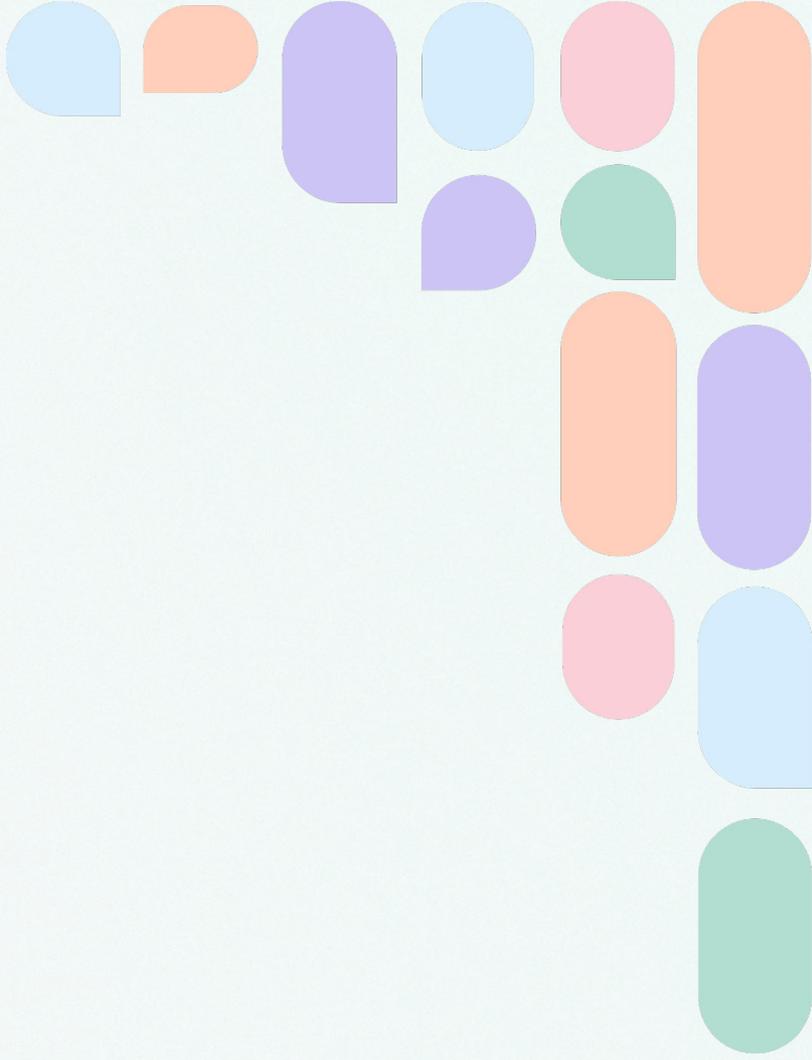
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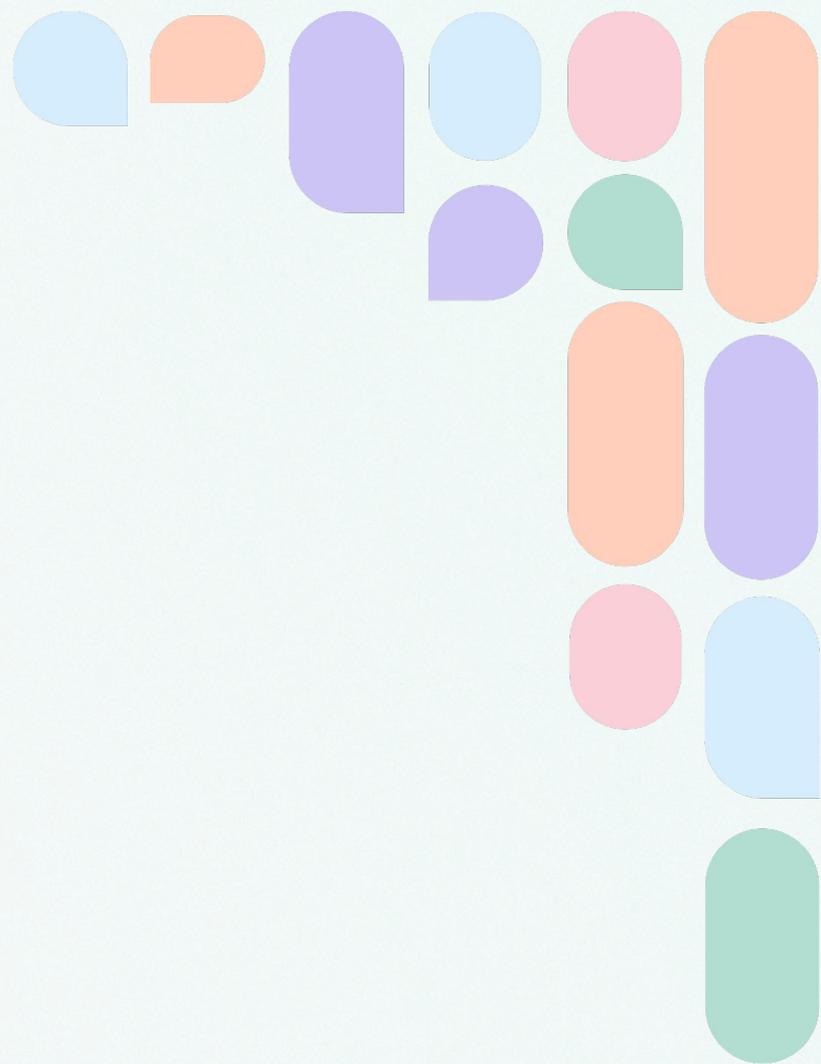
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Agenda

- What is [Program]?
- How does it work?
- Why you should join
- Next steps
- Q&A

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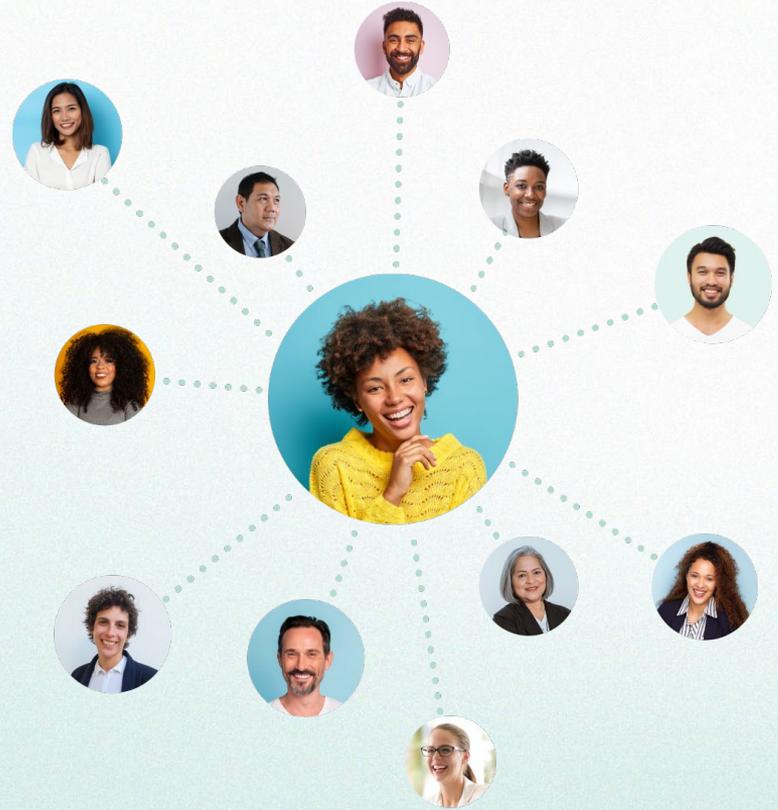
Add company logo

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We help *every* employee get the
career development they need to
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Ten
Thousand
Coffees



Add company logo

Update with program
purpose and
objectives

COMMUNITY PURPOSE

Empower [Company] employees to reach their full potential through building meaningful relationships across the company.

COMMUNITY OBJECTIVES

This program is designed to support and inspire employees to continuously learn and develop through others, enabling you to:

- Enhance performance through knowledge sharing and cross-functional collaboration
- Achieve your career aspirations by recognizing diverse career options
- Identify mentors that will champion your professional development
- Communicate your personal brand across the company

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How it works

Michaela, meet Jon!

Jon Wilson
Manager, R&D
Consumer Products

Say Hello

Why Jon?

Suggested Topic

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Introductions

Office Hours

LIVE



OFFICE HOUR
**Leadership Development:
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Today • 9:30 - 10:30 AM



Remove features not in scope

MENTORSHIP PROGRAM TOPIC

Goal Setting

MENTORSHIP PROGRAM TOPIC

Prioritization & Time Management

Development Programs

[CLIENT] employee's personalized development experience

Add company name,
company logo

Remove features not
in scope



[CLIENT] employee

Ready to take the next step in her career, wants to learn from other people at [CLIENT]

12 new peers

At the end of 1 year, she'll have met with 12 other peers to learn from based on her preferences, stage, and goals. This will be a network of people that can support her in current role and help her understand various career paths at the company.

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Quarterly group conversations with leaders to learn new competencies, skills, and make progress toward their development goals.

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Ten
Thousand
Coffees

Introductions

1:1 Networking Conversations

Remove if not implementing Introductions feature

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[Book a meeting](#)

MENTORSHIP PROGRAM

Meeting 1: Goal Setting



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DISCUSSION QUESTIONS

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I learned new skills which will help me in my current role.

Yes Not yet

I feel more effective in my role as a result of this program.

👍 👎

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Ken helped me understand the different career paths available at this company

1 Schedule your recurring meeting with your Mentor

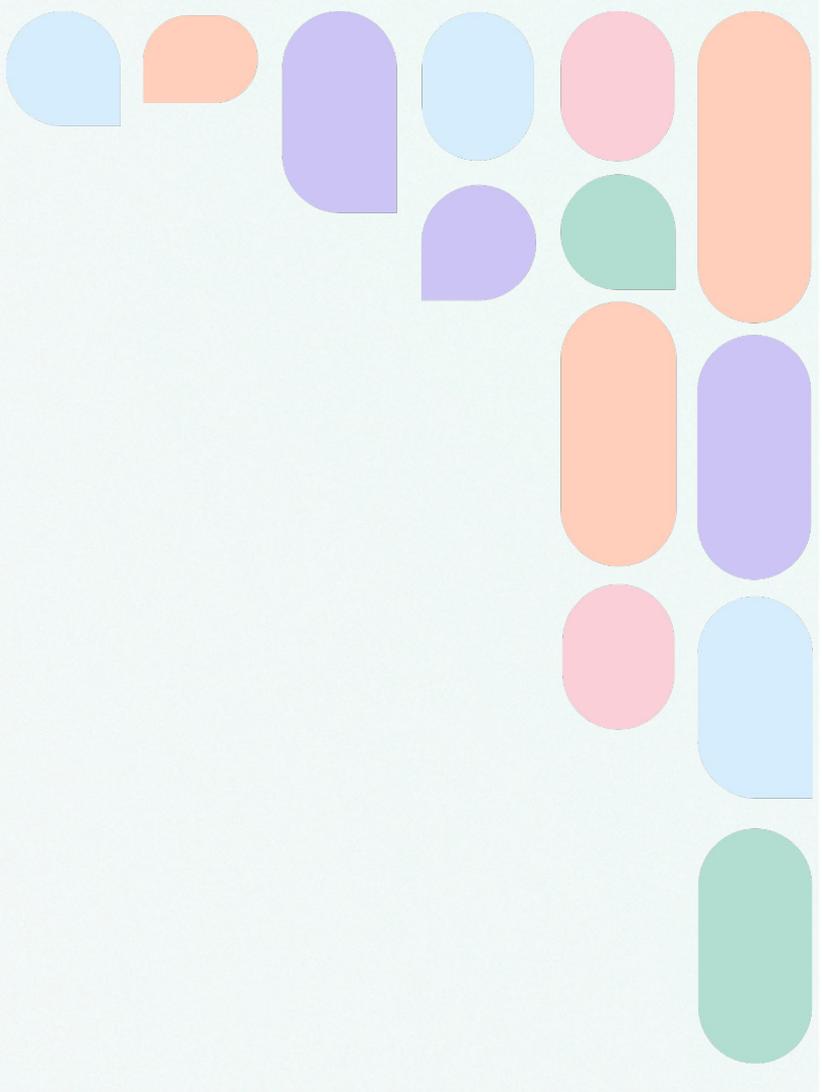
2 Meet and share career insights

3 Give feedback & help inform future learning initiatives

**We meet
you where
you work.**

Update with tech
stack in scope



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Agenda

- What is [Program]?
- How does it work
- **Why you should join**
- Next steps
- Q&A

[Name]

[Title]

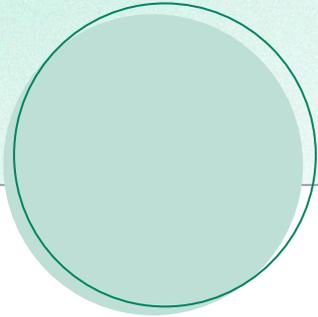
[Location]

Update with
presenter details

WHY I'M EXCITED ABOUT THIS PROGRAM

Who you might meet

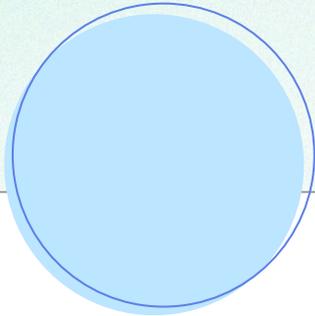
Update with early adopter information and images



[Influential Early Adopter]

[Title]

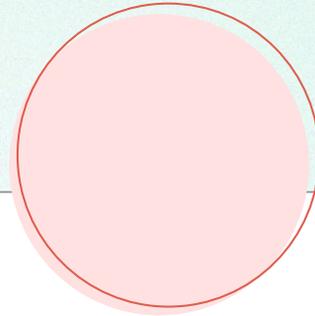
[email]



[Influential Early Adopter]

[Title]

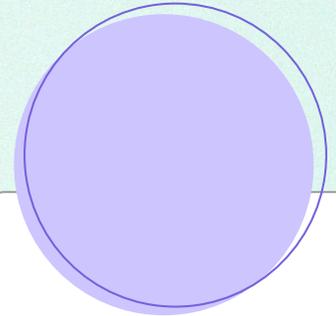
[email]



[Influential Early Adopter]

[Title]

[email]



[Influential Early Adopter]

[Title]

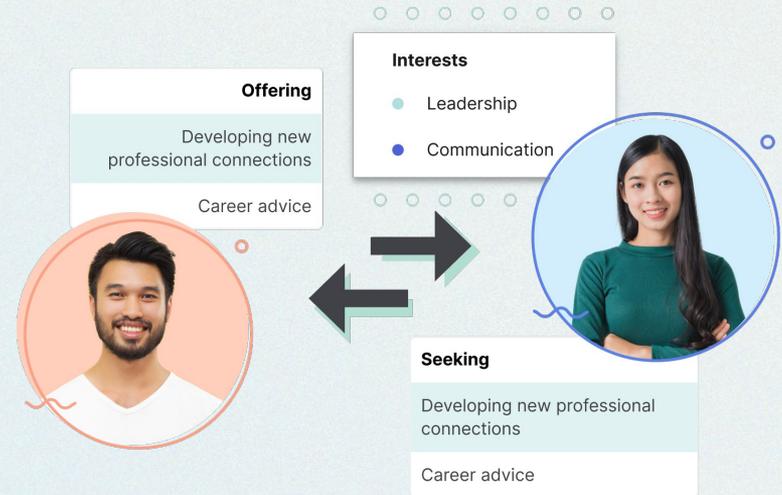
[email]

Why Join [Program]?

Update with program name and relevant member outcomes

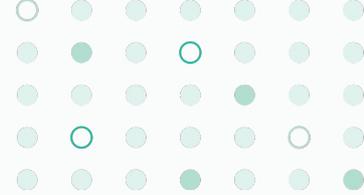
Participant Outcomes

- ↑ Develop new skills
- ↑ Gain a better understanding of the organization
- ↑ Enhance your internal career mobility
- ↑ Become more effective in your role
- ↑ Collaborate with members outside your function
- ↑ Gain access to Senior Leaders
- ↑ Learn from Experts
- ↑ Create diverse and meaningful connections
- ↑ Develop an increased sense of belonging
- ↑ Gain a mentor or mentee



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10KC's Goal Setting Feature



Create and customize your goals

These goals help us introduce you to people on the platform. We recommend starting with up to 3 goals.



Goal 1

[Edit goal](#)

Learn more about mentorship, career advice, sponsorship

Want: [Mentorship](#) [Career Advice](#) [Sponsorship](#)

Goal 2

What goal areas do you want to work on?

What do you want to do?

Want to learn more Offer knowledge Both

Give your goal a name:

1. Define your development goals

2. Identify the attributes of the people you'd like to meet

3. Tie your activities' outcomes to your performance review to show your progress

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Thousand
Coffees

Member Scorecard makes tracking your progress easy

- Track all your activities in one place
- Take action on pending activities
- Compare your performance with others
- View the impact you have on others
- Track skills and expertise you're recognized for

Michaela Fisher
Profile Hubs Scorecard

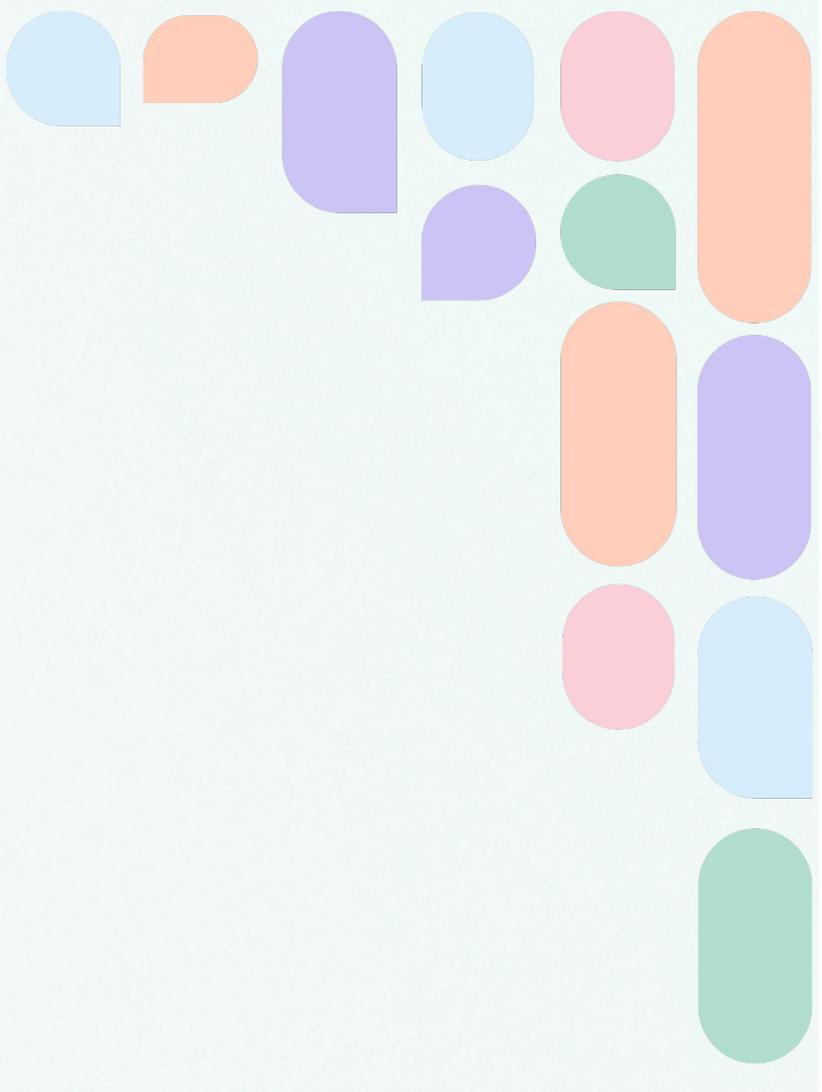
Scorecard

- 1:1 Introductions**
Engagement level: **Fully engaged** ✓ 8
Most recent introductions:
 - Jon Wilson Current
 - Arshdeep Singh Check in
 - Greee-Li CompletedView more →
- Office Hours attended**
Engagement level: **Engaged** ✓ 6
Most recent Office Hours:
 - Fireside-chat-with-Michaela-Fis... Completed
 - May Virtual Social: Name L... Check in
 - How-to-become-a-mentor-by-A... CompletedView more →
- Office Hours hosted**
Engagement level: **Fully disengaged** ✓ 2
Most recent Office Hours:
 - Fireside chat with Michaela F... Needs review
 - Leadership Development: Wh... Needs reviewView more →
- Development Programs**
Engagement level: **Not engaged** ✓ 1
Most recent Development Programs:
 - Diversity, Equity & Inclusion Tra... On Track
 - Leadership Skills Development BehindView more →

Scorecard

- 1:1 Introductions**
Engagement: **Fully engaged**
- Office Hours attended**
Engagement: **Engaged**
- Office Hours hosted**
Engagement: **Fully disengaged**
- Development Programs**
Engagement: **Not engaged**

View more →

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Agenda

- What is [Program]?
- How does it work
- Why you should join
- **Next steps**
- Q&A

How to get the most out of 10KC

Remove features
not in scope

1. Claim your profile and get started

- Populate your profile with your interests and goals to receive the most relevant connections

2. Participate

- Participate in **Introductions**
- Attend **Office Hours**
- Sign up for the **Mentoring Program**

3. Share feedback

- Prompted automatically after your connection



Coming Up

Remove features
not in scope

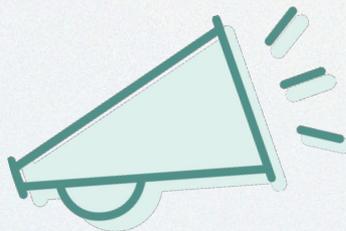
Update with
confirmed dates



INTRODUCTIONS

[Date] 1st Round of Introductions

[Date] 2nd Round of Introductions

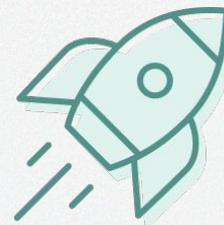


OFFICE HOURS

[Date] Office Hour: **[Topic]** with **[Host]**

[Date] Office Hour: **[Topic]** with **[Host]**

[Date] Office Hour: **[Topic]** with **[Host]**



MENTORSHIP PROGRAM

[Date] Sign up deadline

[Date] Invitations sent

[Date] Program Begins!

[OH Title Name

[Host]

[Location]

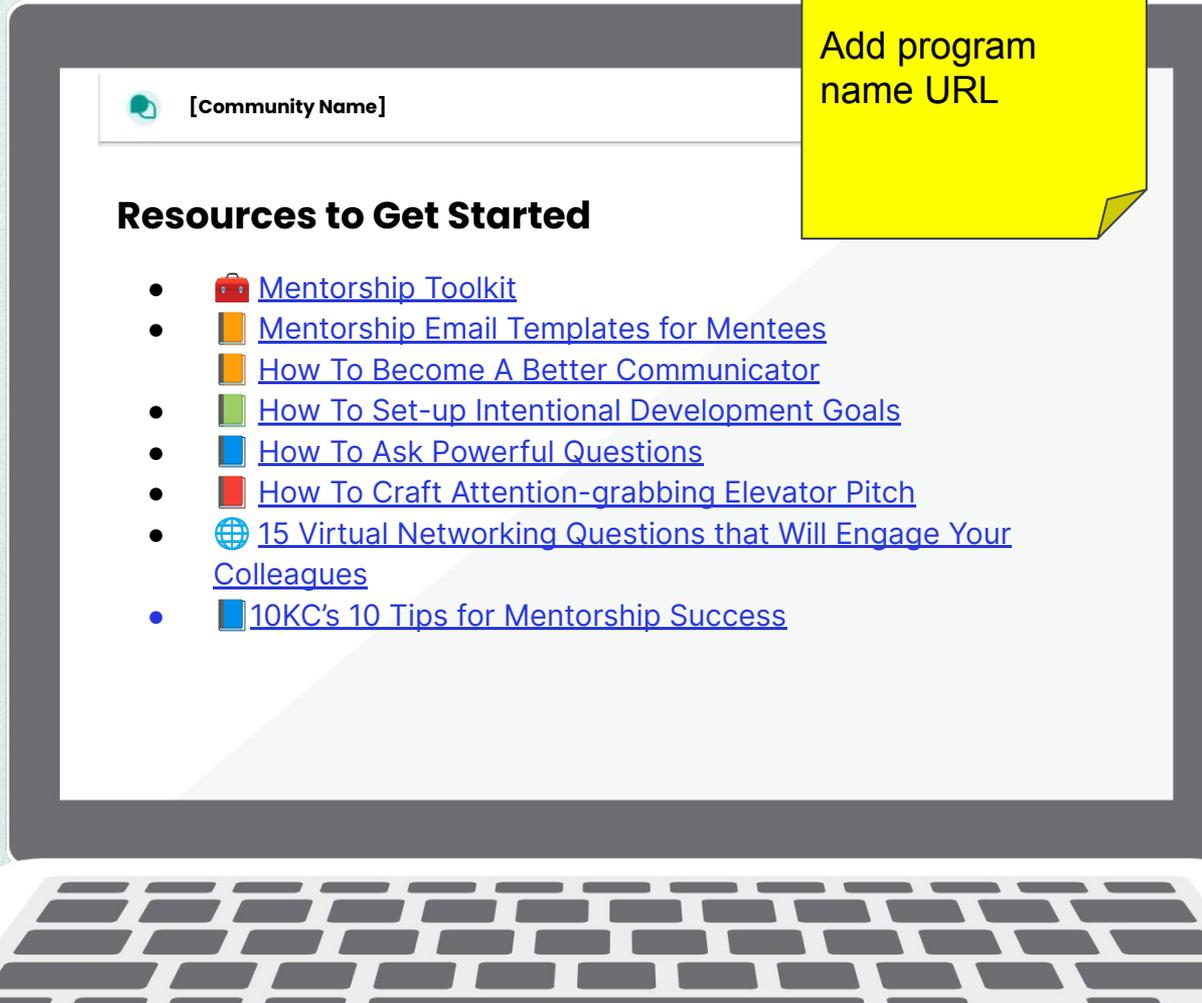
Remove if not
implementing Office
Hours

Update with Office Hour
information

WHAT WE'LL DISCUSS

Useful Resources

Visit [PROGRAM NAME URL] for 10KC's best practices and program guide to get the most out of your conversations.



Add program
manager email

Questions?

Send questions about the Program to
[Program Manager Email]

Send questions about the Product to
support@tenthousandcoffees.com





Program Orientations

What is it?

Program Orientations introducing matched employees to the Program, telling them:

- Why we are investing in this program
- What to expect
- How to be a good mentor/mentee

Note: there are 3 Program Orientation decks: one for [1:1 Mentorship](#), [Group Mentorship](#), and [Sponsorship](#)

Who presents?

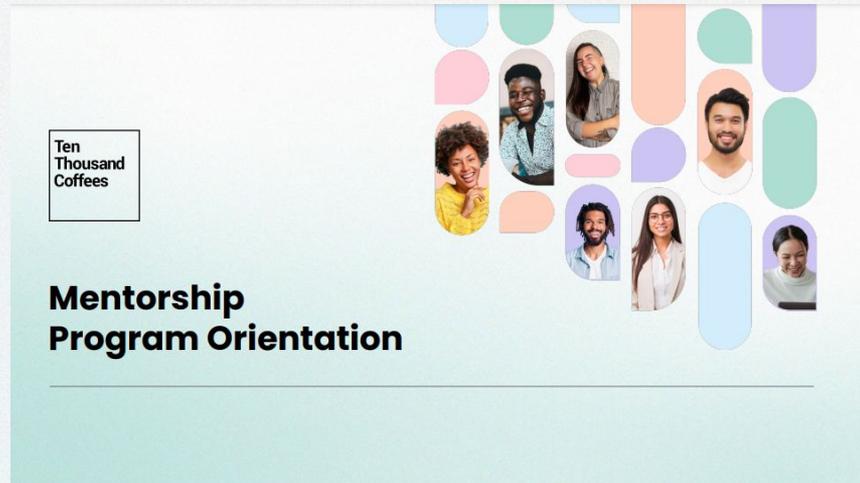
Executive Sponsor + Program Manager

When is it?

~2 and 5 days after matches are introduced

Recommendations

- Host 2 sessions to accommodate multiple time zones and availabilities
- Schedule this meeting at least 2 weeks in advance



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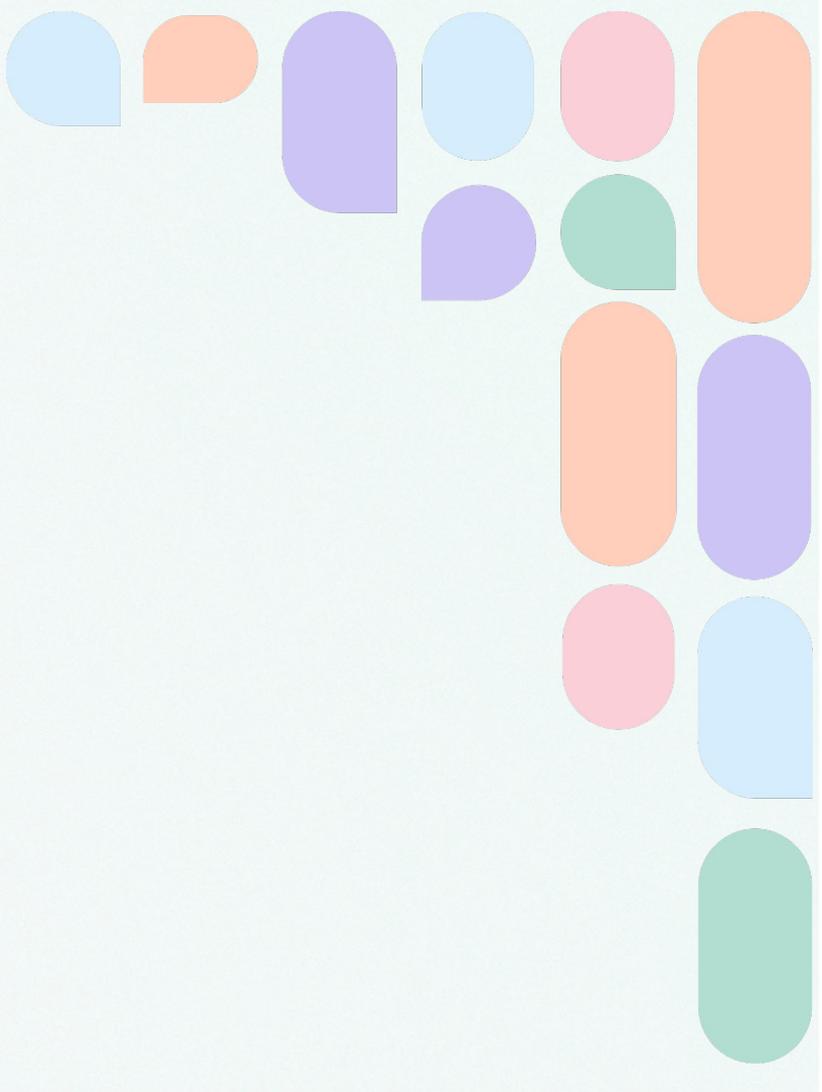
1:1 Mentorship Program Orientation



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Agenda

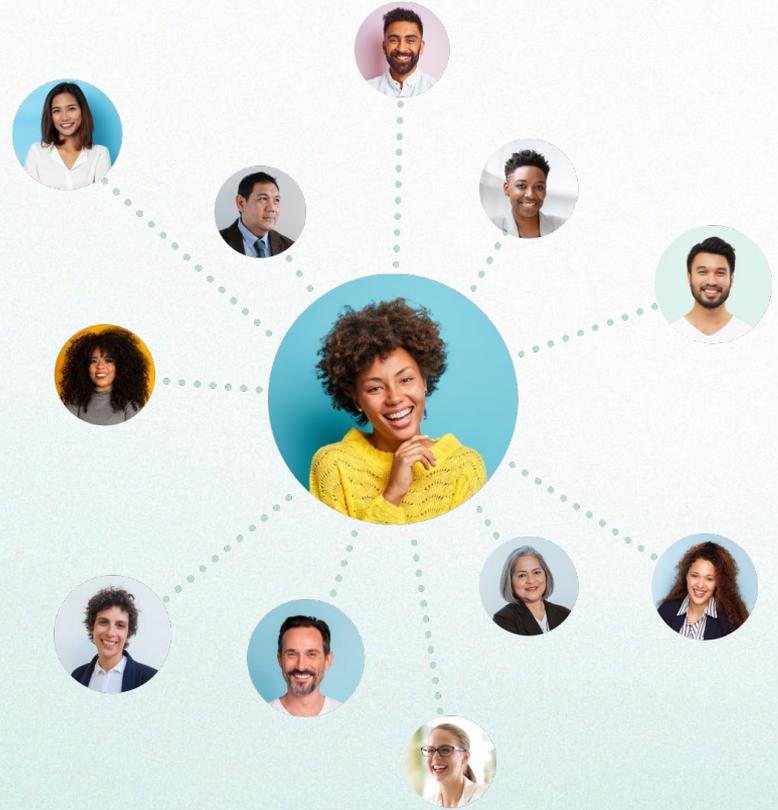
- Why we've partnered with 10KC
- Important dates
- 10KC's 10 Tips for Success

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Ten Thousand Coffees is an all-in-one platform for inclusive mentoring, networking, and skill development.



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77% of employees correlate job satisfaction with having genuine relationships at work

+24% increase of diverse talent at management level with a mentoring program.

Add company logo

Add engagement survey results

program

More than just a mentorship program, tap into your new 10KC *community*

Remove features
not in scope

**Join the community
to access:**

A mentoring relationship

1:1 Guided Conversations + Structured Curriculum with a Mentor to drive your personal development

Exclusive events with company leaders

Opportunities to connect with company leaders and subject matter experts (SMEs) for 2-way group mentoring and learning

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Automated Introductions to other colleagues to continue to build your network and connections among program participants

Ten
Thousand
Coffees

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Agenda

- Why we've partnered with 10KC
- **Important Dates**
- 10KC's 10 Tips for Success

Important Dates

Update dates

[date 1]

You're invited



[date 3]

Sign up for [event name]



[date 2]

Meet Your Match!



[date 4]

1st round of Introductions!



Mentorship Program Preview

Meeting 1: Goal Setting & Getting to Know Each Other

Meeting 2: Identifying Barriers to Career Growth

Meeting 3: Working with Others

Meeting 4: Embracing Change

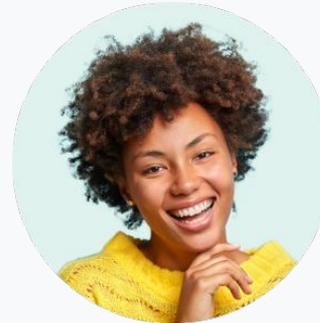
Meeting 5: How to Stand Out

Meeting 6: Reflection and Next Steps

Duration of Program: 6 months

Schedule: Meeting every 2 weeks

Update with meeting curriculum



Mentee



Mentor

Ten
Thousand
Coffees

Getting Started

Congratulations — you've been matched in the Mentorship Program!

Based on the preferences you set in your profile, we've created your personalized pairing.



Michaela Fisher (mentee)
Intern, R&D



Amanda Benson (mentor)
VP of Sales, R&D

Mentees — this is your time to shine! Take the lead to introduce yourself and propose a recurring time to meet virtually for 45-60 minutes every month.

1 Opt-in & schedule your recurring meeting with your match



MENTORSHIP PROGRAM

Meeting 1: Goal Setting



DISCUSSION QUESTIONS

What motivated you to join this program? What does success look like at the end?

DISCUSSION QUESTIONS

What are your professional development goals over the next 3-12 months?

2 Meet and share career insights



What best describes your chat?



Loved it



Liked it



Not sure



Room for improvement



We skipped this meeting

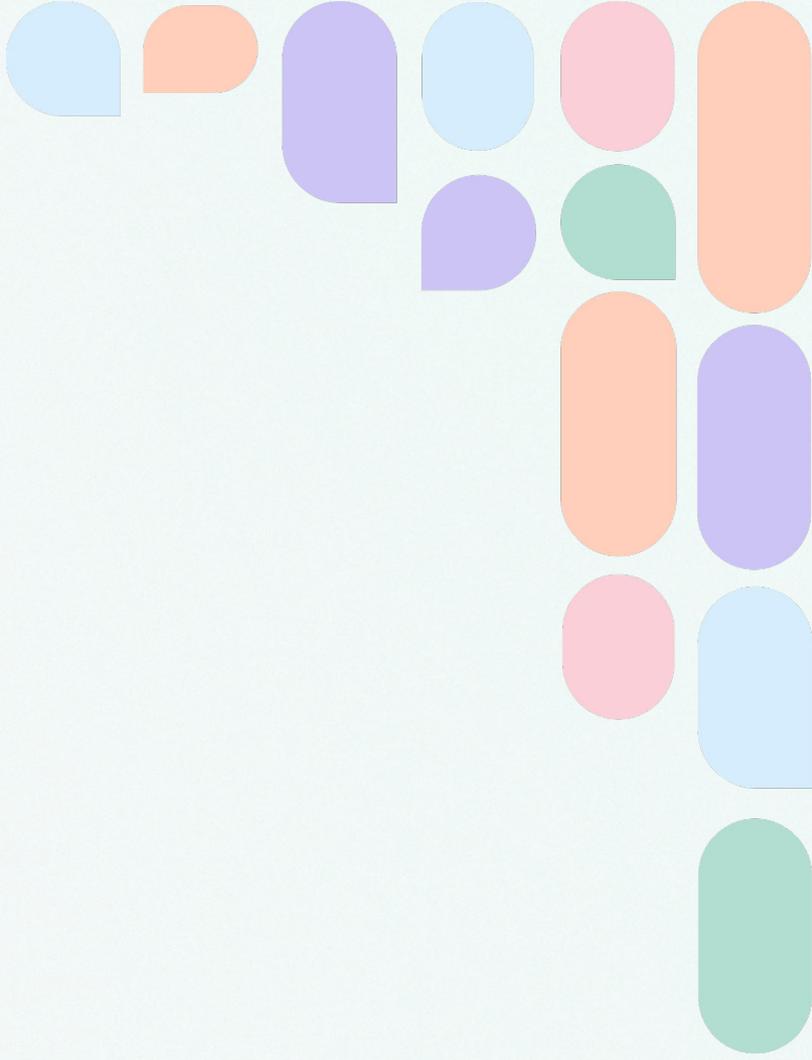
Please elaborate why you picked that option:

Write your response here

What do you think can be improved OR what didn't you like OR found could be improved?

Write your response here

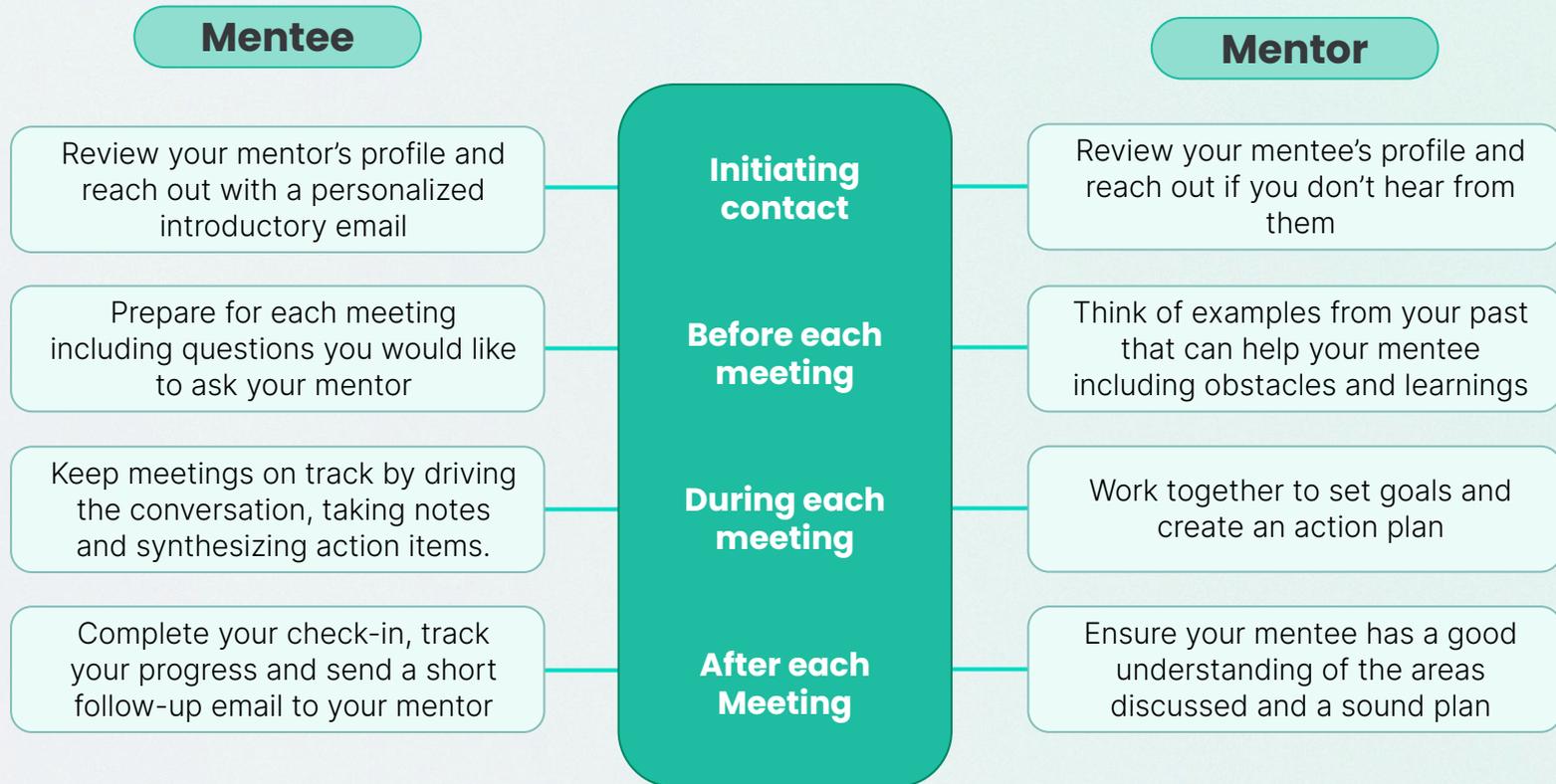
3 Give feedback & help inform future learning initiatives

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Agenda

- Why we've partnered with 10KC
- Important dates
- **10KC's 10 Tips for Success**

Tip #10: Understand your role & responsibilities



Tip #9: Be present and prepared

Come Prepared

Keep your video on

Stay focused

Commit to one another



MENTORSHIP PROGRAM TOPIC

Goal Setting

MENTORSHIP PROGRAM TOPIC

Prioritization & Time Management

Tip #8: Build SMART goals

Setting goals provides clarity on your long-term vision for your career and short-term motivation to achieve what you want.

Your interests

- Entrepreneurship
- Media & Telecom
- Education
- Business

Your goals

Want Offer

- | | | |
|-------------------------------------|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Entrepreneurship |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Entrepreneurship |

SPECIFIC

MEASURABLE

ACHIEVABLE

REALISTIC

TIME BOUND

Tip #7: Engage meaningfully

Active listening

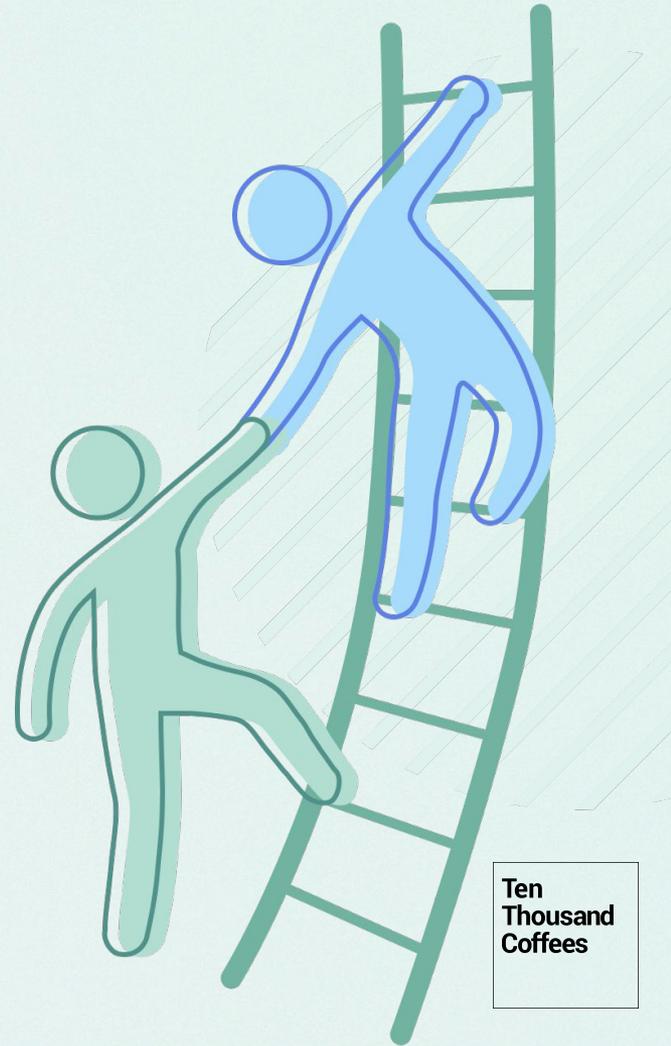
- 1 Pay attention.
- 2 Use non-verbal cues.
- 3 Defer judgment.

Thoughtful questioning

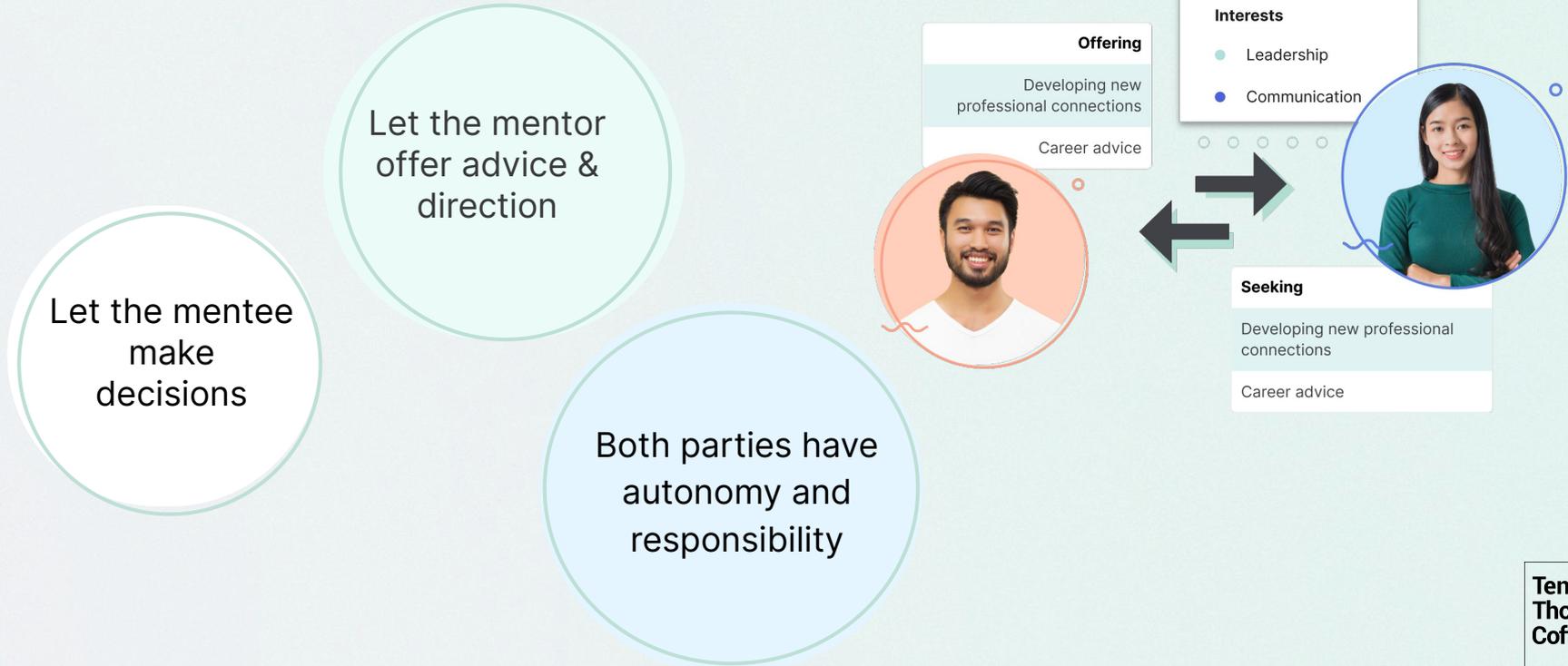
- 1 Ask, don't guess.
- 2 Asking open-ended rather than yes/no questions.
- 3 Use questions to raise awareness.

Tip #6: Embrace vulnerability

1. **Embrace** the development opportunity
2. **Be willing** to accept each other's feedback, guidance, and suggestions
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Tip #5: The Mentee is the driver



Tip #4: Provide constructive criticism



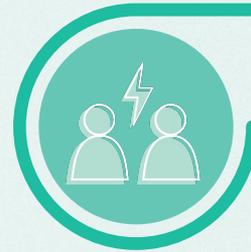
**Try to see
each other's
perspectives**



**Give specific
feedback**



**Work together
to find a
solution**



**Don't project
onto each
other**

Tip #3: Practice what you've learned



Reflect

Reflect on the key learning & takeaways from your conversation.



Practice

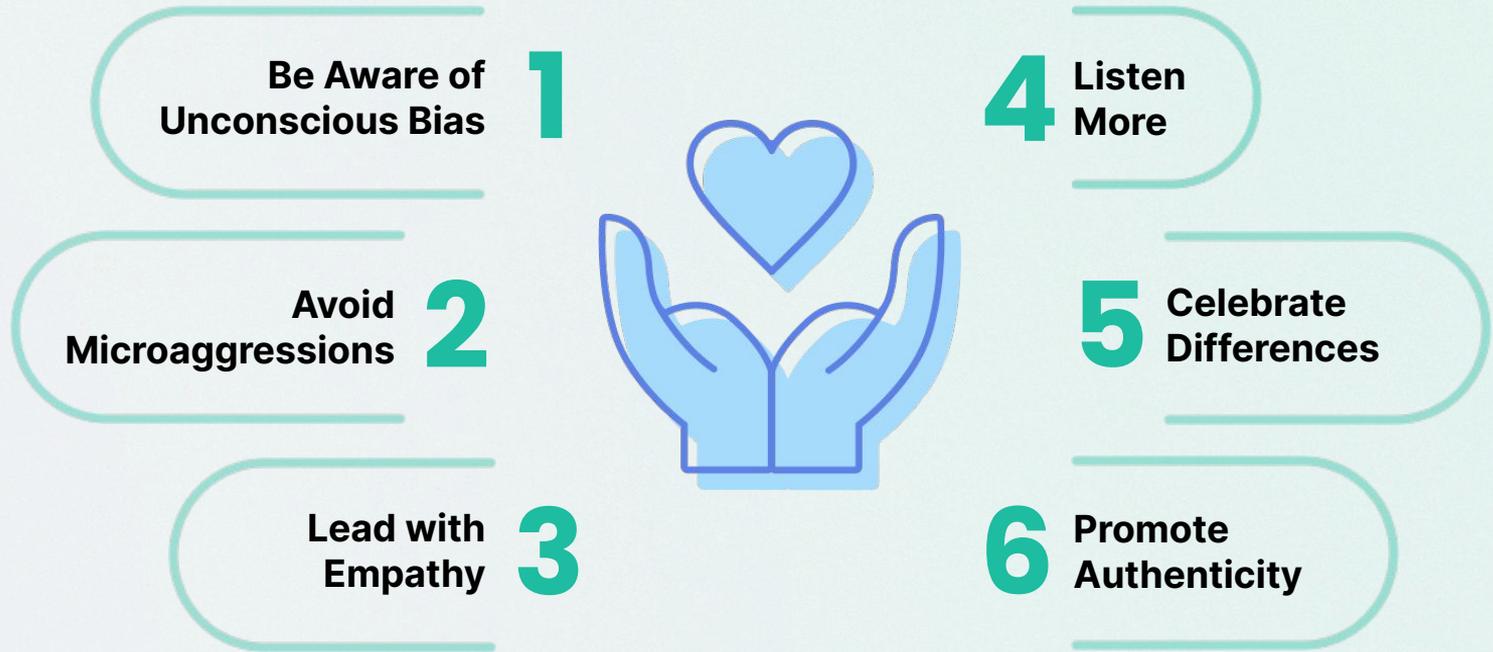
Try putting something you learned from your mentor into practice.



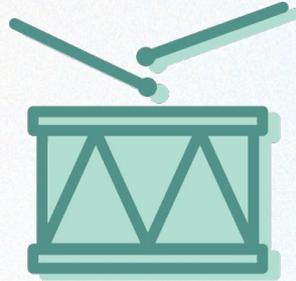
Discuss

When you reconnect, take a minute to discuss the outcome of what you tried.

Tip #2: Create an inclusive space for conversation



Drum roll please...



Tip #1: Foster psychological safety



What's Psychological Safety?

This is the belief that you won't face embarrassment, rejection, or punishment for speaking up. You both play a role creating an environment where you feel safe to share your opinions and ideas.

How do you ensure Psychological Safety?

1 Mutual respect

2 Confidentiality

3 Trust

10KC's 10 tips for mentorship success

1. Foster psychological safety
2. Create an inclusive space for conversation
3. Practice what you've learned
4. Provide constructive criticism
5. The Mentee is the driver
6. Embrace vulnerability
7. Engage meaningfully
8. Build SMART goals
9. Be present & prepared
10. Understand your role & responsibilities

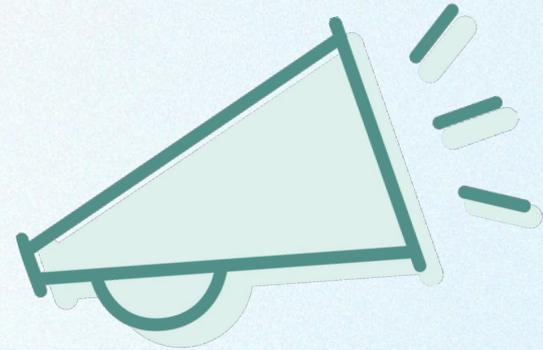


3:

How else can I participate?

Remove features
not in scope

1. **Claim your profile and get started!**
2. **Encourage others to participate**
3. **Commit what you can**
 - Use **Office Hours** as a tool to meet Leaders and Subject Matter Experts
 - Sign up to be **matched**
 - Participate in **Introductions**



**Ten
Thousand
Coffees**

Thank you.

Ten
Thousand
Coffees

Group Mentorship Program Orientation



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Agenda

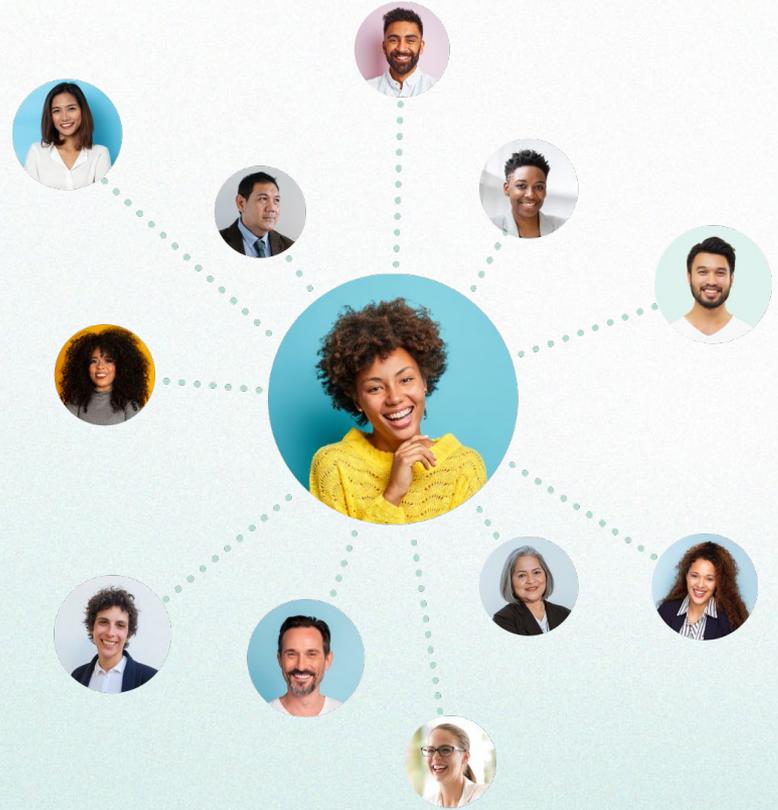
- Why we've partnered with 10KC
- Important dates & Demo
- 10KC's 10 Tips for Success

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+24% increase of diverse talent at management level with a mentoring program.

Add company logo

Add engagement survey results

program

More than just a mentorship program, tap into your new 10KC *community*

Remove features
not in scope

**Join the community
to access:**

Group mentoring relationships

1:many Guided Conversations + Structured Curriculum with a Mentor to drive your personal development

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Ten
Thousand
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- Why we've partnered with 10KC
- **Important Dates & Demo**
- 10KC's 10 Tips for Success

Important Dates

Update dates

[date 1]

You're invited



[date 3]

Sign up for [event name]



[date 2]

Meet Your Group!



[date 4]

1st round of Introductions!



Group Mentorship Program Preview

Session 1: Setting the Foundation & Getting to Know Each Other

Session 2: Identifying Barriers to Career Growth

Session 3: Working with Others

Session 4: Embracing Change

Session 5: How to Stand Out

Session 6: Reflection & Next Steps

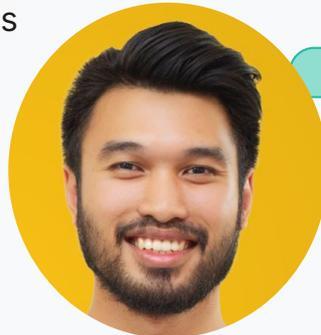
Duration of Program: 6 months

Schedule: Meeting every month

Update with meeting curriculum



Mentee



Mentee



Mentor

Ten
Thousand
Coffees

Getting Started

Hi everyone,



Congratulations — you've been matched!

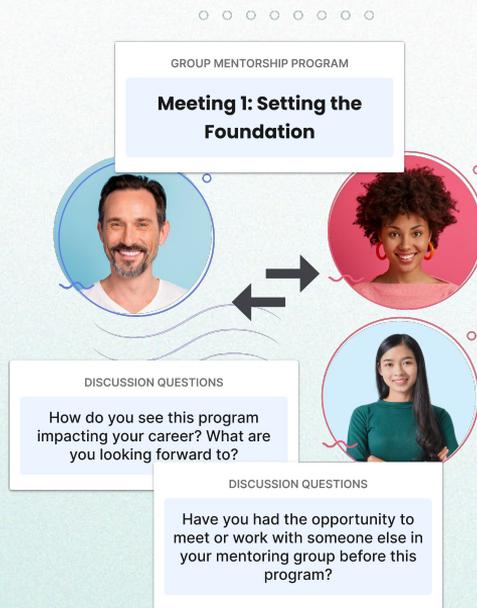
Based on the preferences you set in your profile — your goals, interests and unique attributes like role and department — we've created your personalized matching. Reply to this message to say hi, and schedule your meetings!

Mentor:

- Amanda Benson
 - Finance | VP | Toronto

Mentee(s):

- Jassenda Nawa
 - Product | Manager | Toronto
- Hio Murakami:
 - Actuary Advisor | Executive | Toronto
- Michaela Fisher:
 - Product | Associate | Toronto
- Jo Pslaru:
 - Operations | Associate | Toronto



What best describes your chat?

 Loved it	 Liked it	 Not sure	 Room for improvement	 We skipped this meeting
---	---	---	---	--

Please elaborate why you picked that option:

Write your response here

What do you think can be improved OR what didn't you like OR found could be improved?

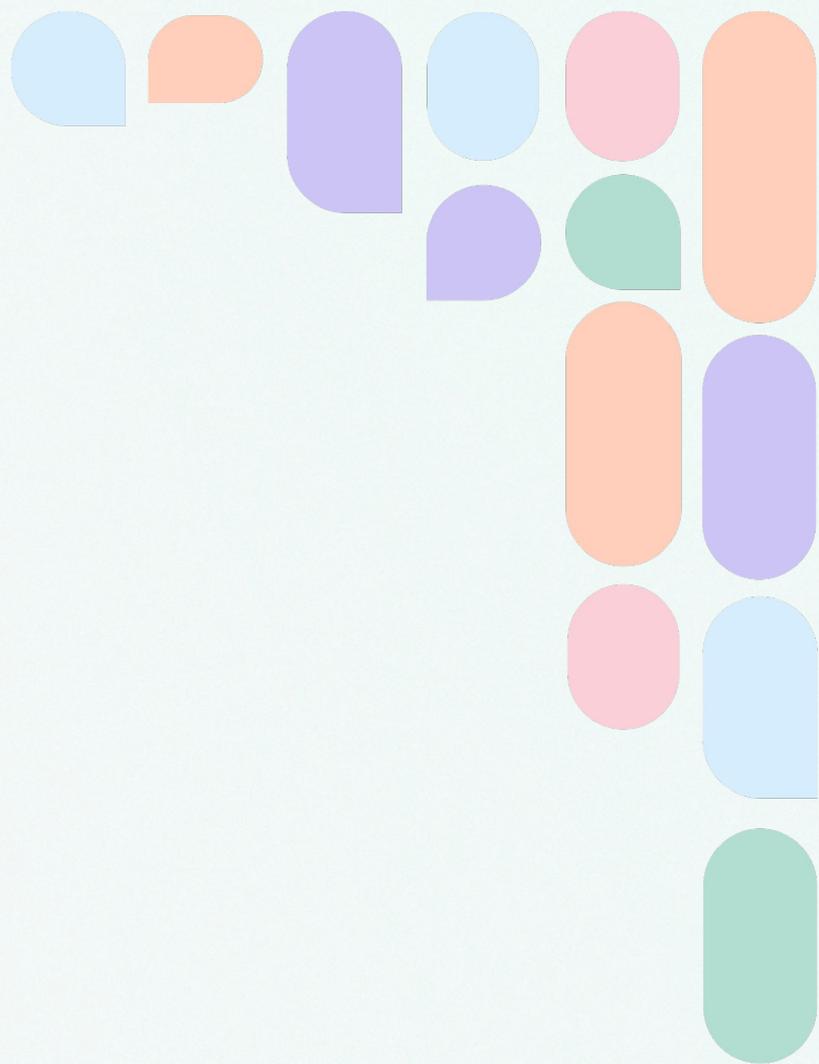
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Demo

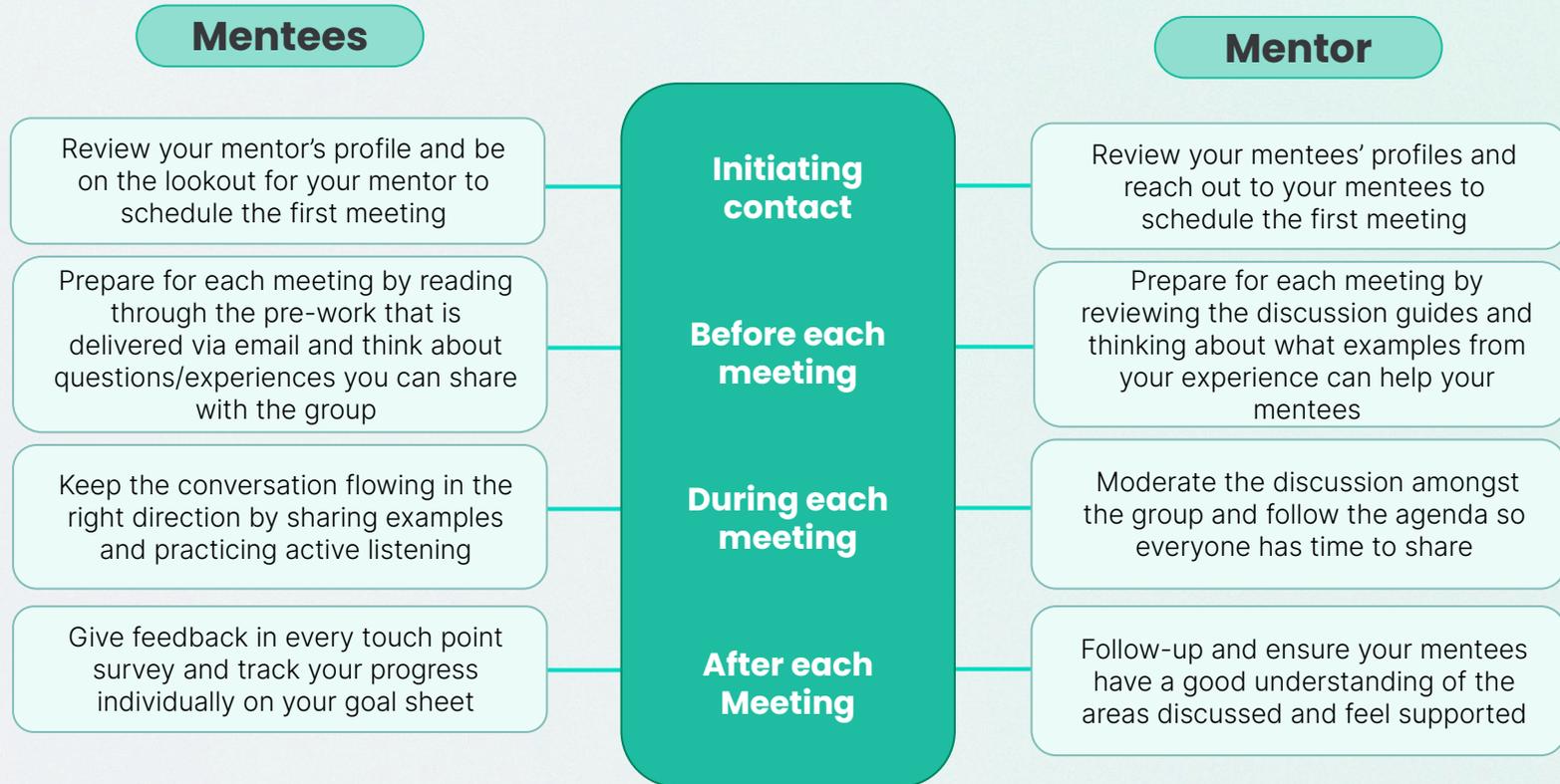


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Tip #10: Understand your role & responsibilities



Tip #9: Be present and prepared

Come Prepared

Keep your video on

Stay focused

Commit to the group



GROUP MENTORSHIP TOPIC

Working with Others

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Identifying Barriers to
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Setting goals provides clarity on your long-term vision for your career and short-term motivation to achieve what you want.

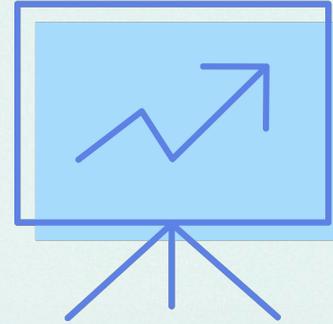
Your interests

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- Business

Your goals

Want Offer

- | | | |
|-------------------------------------|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Entrepreneurship |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Entrepreneurship |



Take small steps each day towards your goals through your daily habits to make consistent progress.

Tip #7: Engage meaningfully

Active listening

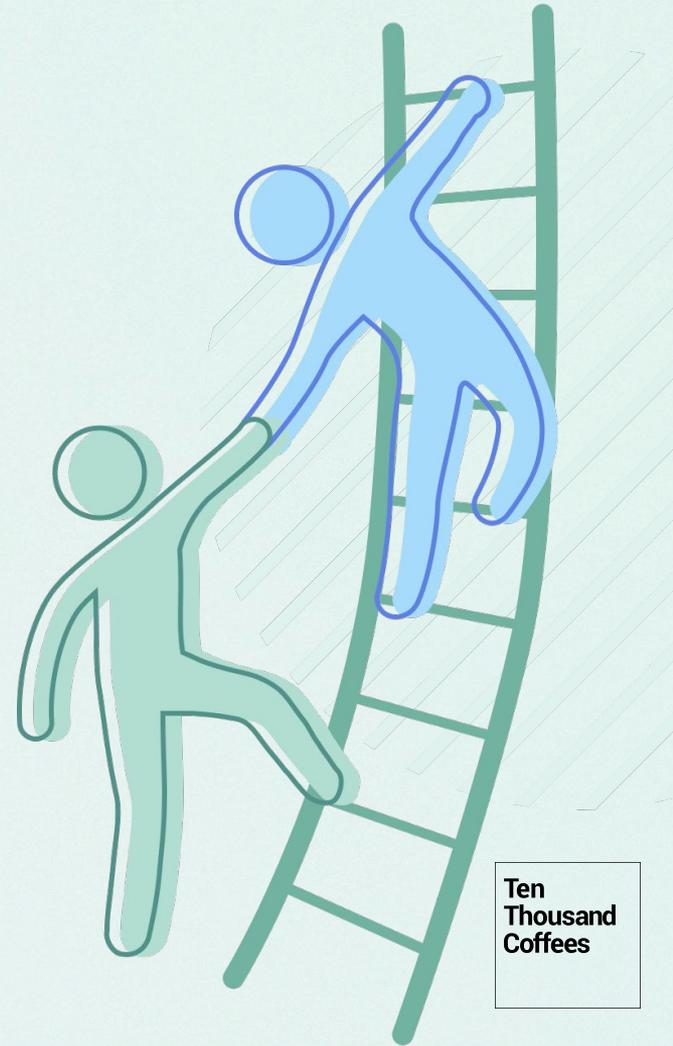
- 1 Pay attention.
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Tip #5: The Mentees are the drivers



Tip #4: Provide constructive criticism



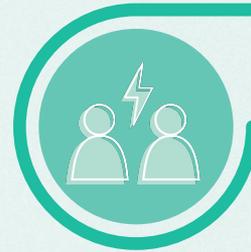
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**Work together
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Reflect on the key learning & takeaways from your conversation.



Practice

Try putting something you learned from your mentor or group into practice.



Discuss

When you reconnect, take a minute to discuss the outcome of what you tried.

Tip #2: Create an inclusive space for conversation

Be Aware of
Unconscious Bias

1

Avoid
Microaggressions

2

Lead with
Empathy

3

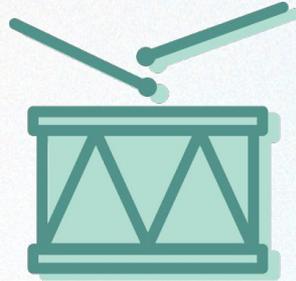


4 Listen
More

5 Celebrate
Differences

6 Promote
Authenticity

Drum roll please...



Tip #1: Foster psychological safety



What's Psychological Safety?

This is the belief that you won't face embarrassment, rejection, or punishment for speaking up. You all play a role creating an environment where you feel safe to share your opinions and ideas.

How do you ensure Psychological Safety?

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2 Confidentiality

3 Trust

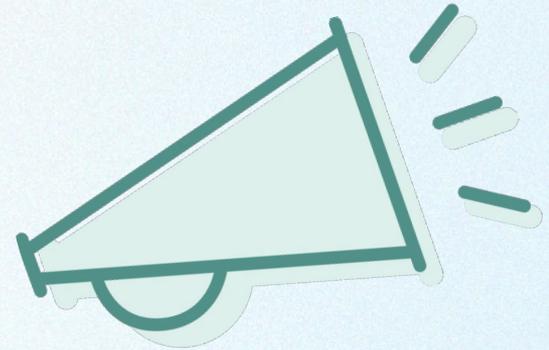
10KC's 10 tips for group mentorship success

1. Foster psychological safety
2. Create an inclusive space for conversation
3. Practice what you've learned
4. Provide constructive criticism
5. Mentees are the driver
6. Embrace vulnerability
7. Engage meaningfully
8. Set habit-informed goals
9. Be present & prepared
10. Understand your role & responsibilities



How else can I participate?

1. Claim your profile and get started!
2. Encourage others to participate
3. Commit what you can



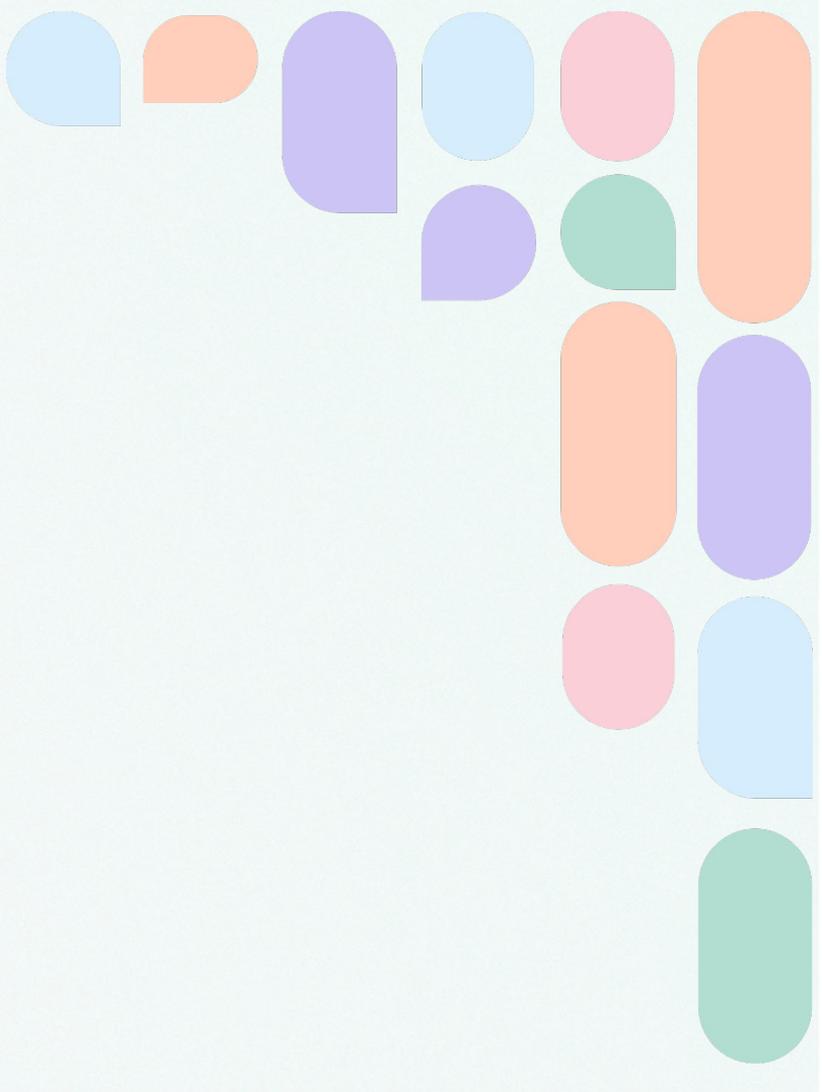
**Ten
Thousand
Coffees**

Thank you.

Ten
Thousand
Coffees

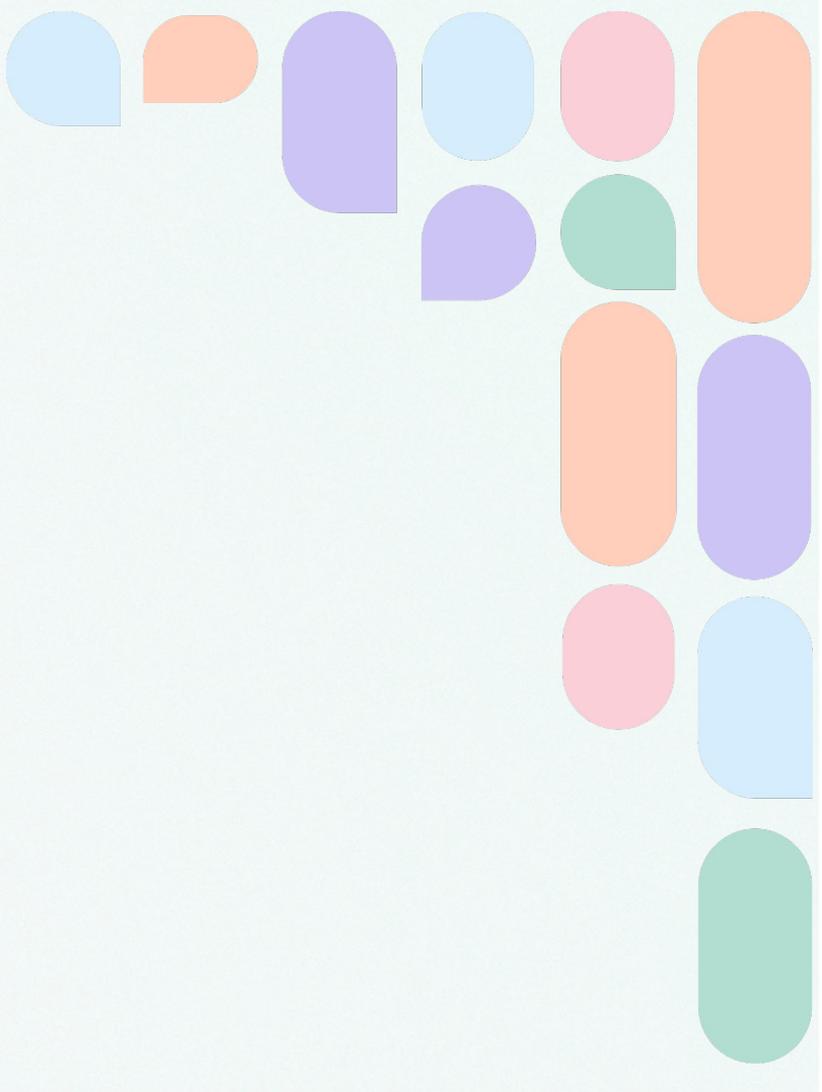
Sponsorship Program Orientation



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Agenda

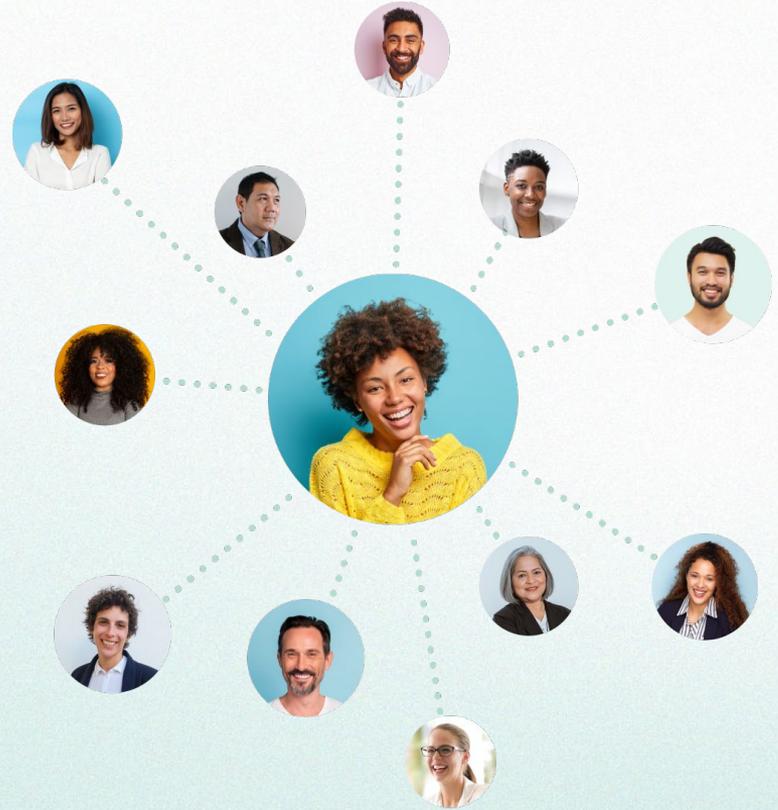
- Why we've partnered with 10KC
- What is Sponsorship?
- Important dates & Demo
- Sponsorship Takeaways

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- **Why we've partnered with 10KC**
- What is Sponsorship?
- Important dates & Demo
- Sponsorship Takeaways

Ten Thousand Coffees is an all-in-one platform for inclusive mentoring, networking, and skill development.



Why we've partnered with 10KC



Add company
logo

Sponsorship accelerates careers

Gain the visibility and relationships needed to advance in your career and flourish in a place where you feel connected and valued.

We're Listening

From our 2022 Employee Engagement Survey results...

- **X** employees across **X** locations
- **X%** of employees felt connected
- **X%** feel that they are growing professionally
- **X%** would recommend [Business] as a place to work
- **X%** see a path for me to advance my career in our organization.

77% of employees correlate job satisfaction with having genuine relationships at work

Only **1 in 4** employees have a sponsor

Add company logo

Add engagement survey results

More than just a sponsorship program, tap into your new 10KC *community*

Remove features
not in scope

**Join the community
to access:**

A Sponsorship Relationship

1:1 Guided Conversations + Structured Curriculum with a Sponsor to drive your career development

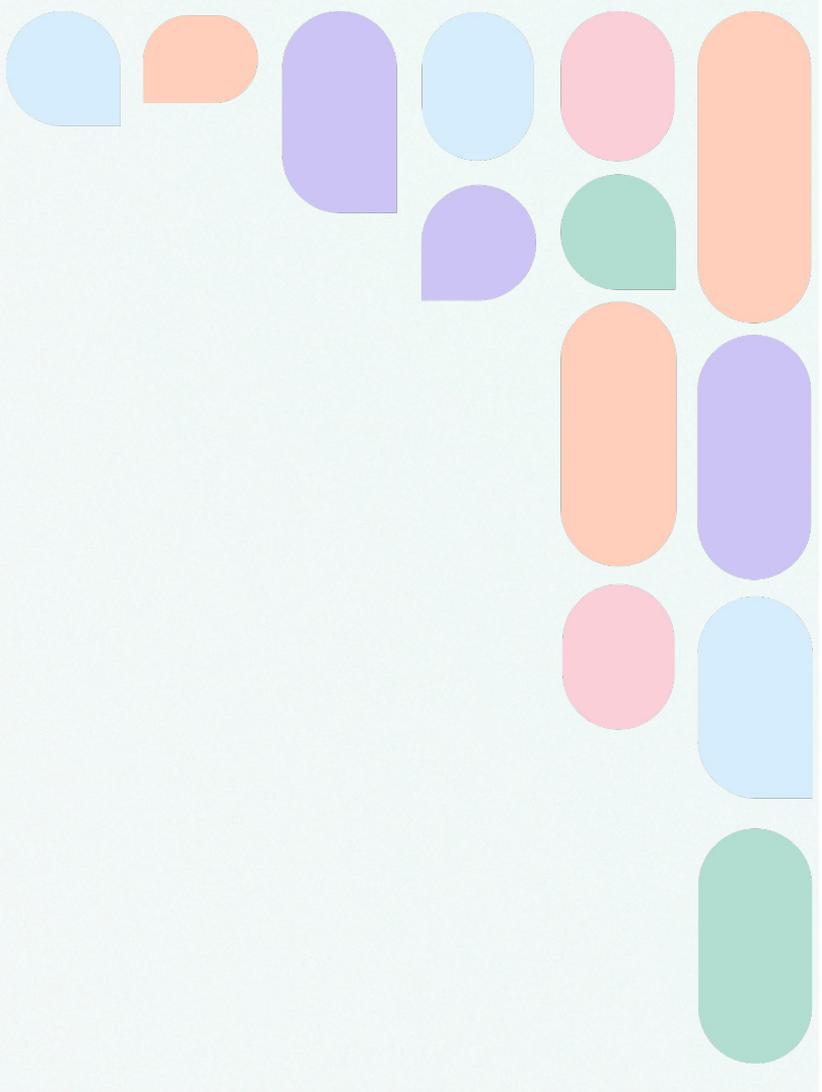
Exclusive events with company leaders

Opportunities to connect with company leaders and subject matter experts (SMEs) for 2-way group sessions and learning

Smart networking opportunities

Automated Introductions to other colleagues to continue to build your network and connections among program participants

Ten
Thousand
Coffees

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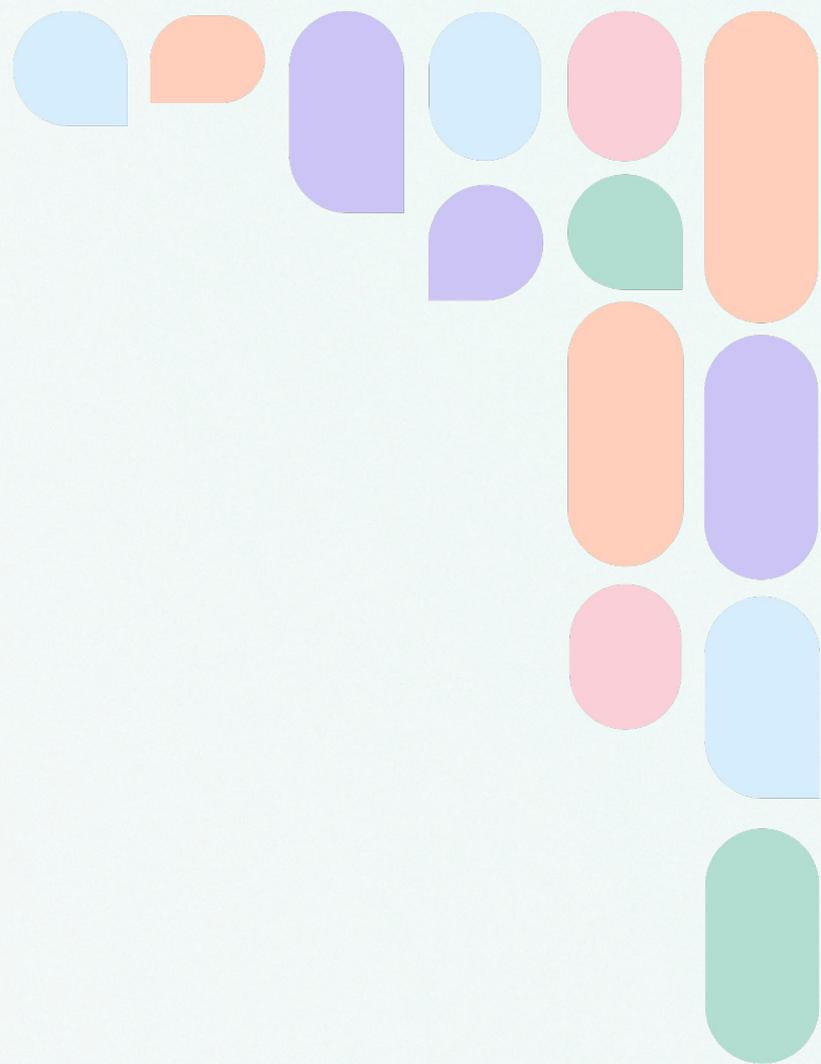
Agenda

- Why we've partnered with 10KC
- **What is Sponsorship?**
- Important dates & Demo
- Sponsorship Takeaways

What is Sponsorship?

Sponsorship [spon·sor·ship]

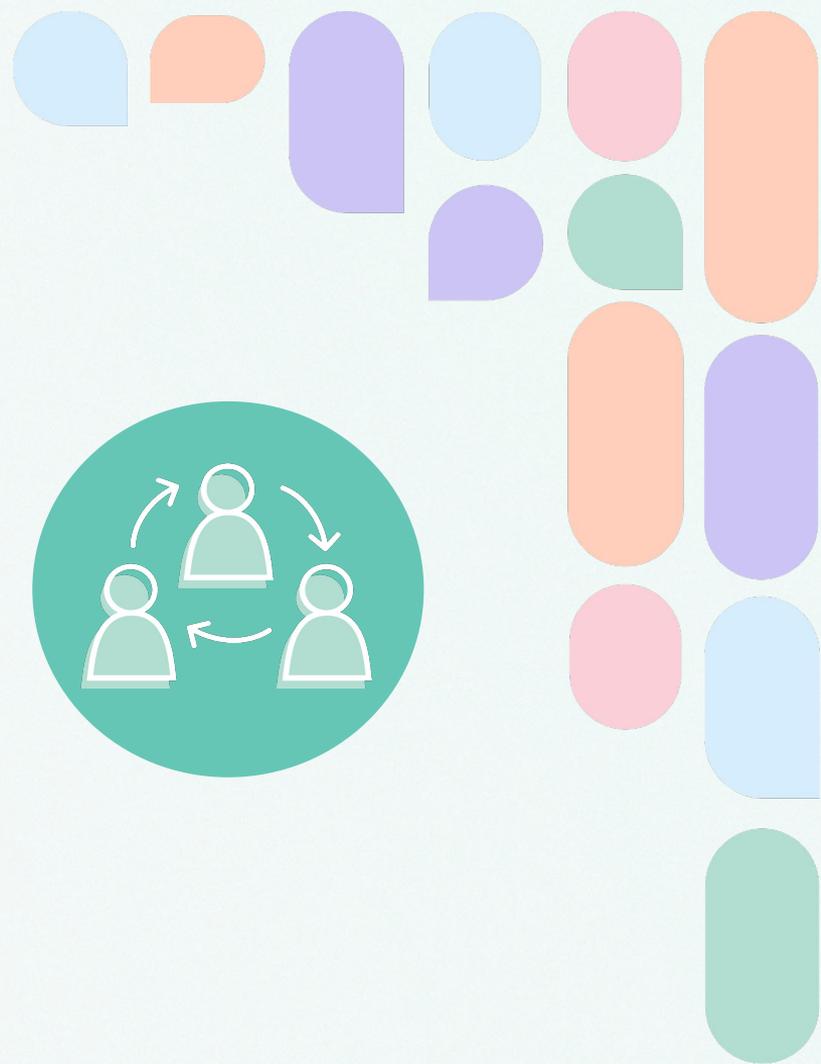
Sponsorship is an impactful relationship between a **Sponsor** and **Sponsee**. The Sponsor actively advocates and opens up opportunities for the Sponsee to advance and guide them in the right direction.



Who is it for & Why is it Needed?

Everyone benefits from sponsorship but some groups need sponsorship more than others.

Sponsorship is especially impactful for diverse talent groups because many of these groups have historically been kept out of spaces and roles.



The Power of Sponsorship

I believe in the power of sponsorship
because:

- [insert messaging]
- [insert messaging]
- [insert messaging]

Update with Executive's
story/experience with
Sponsorship & image

How Does it Compare to Mentorship?

Sponsorship [spon·sor·ship]



Sponsorship is an impactful relationship between a **Sponsor** and **Sponsee**. The Sponsor actively advocates and opens up opportunities for the Sponsee to advance and guide them in the right direction.

Mentorship [men·tor·ship]



Mentorship is a powerful relationship between two individuals where a **Mentor** provides guidance, advice and encouragement to their **Mentee** to support their professional and personal development.

What's the Difference Between Mentors & Sponsors?

A Sponsor:



- Advocates
- Presents Opportunities
- Increases Visibility

A Mentor:

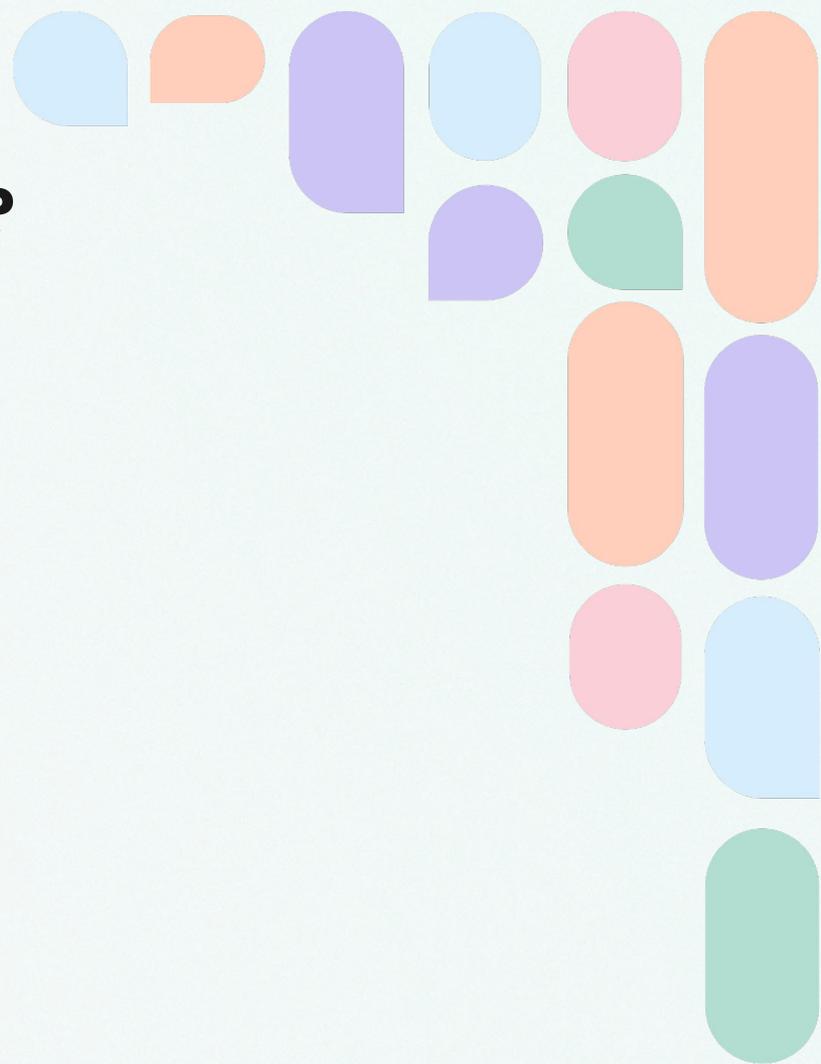


- Guides
- Advises
- Encourages

Who is considered a Sponsor?

Someone who:

- has access to decision makers
- has influence in the workplace
- is a leader both in their role and presence
- MOST IMPORTANTLY wants to!



Expectations for Sponsors & Sponsees

Sponsors are expected to:

- Advocate
- Present Opportunities
- Increase Visibility
- Make Introductions



Sponsees are expected to:

- Lead with your best effort
- Set and share clear goals
- Network fiercely



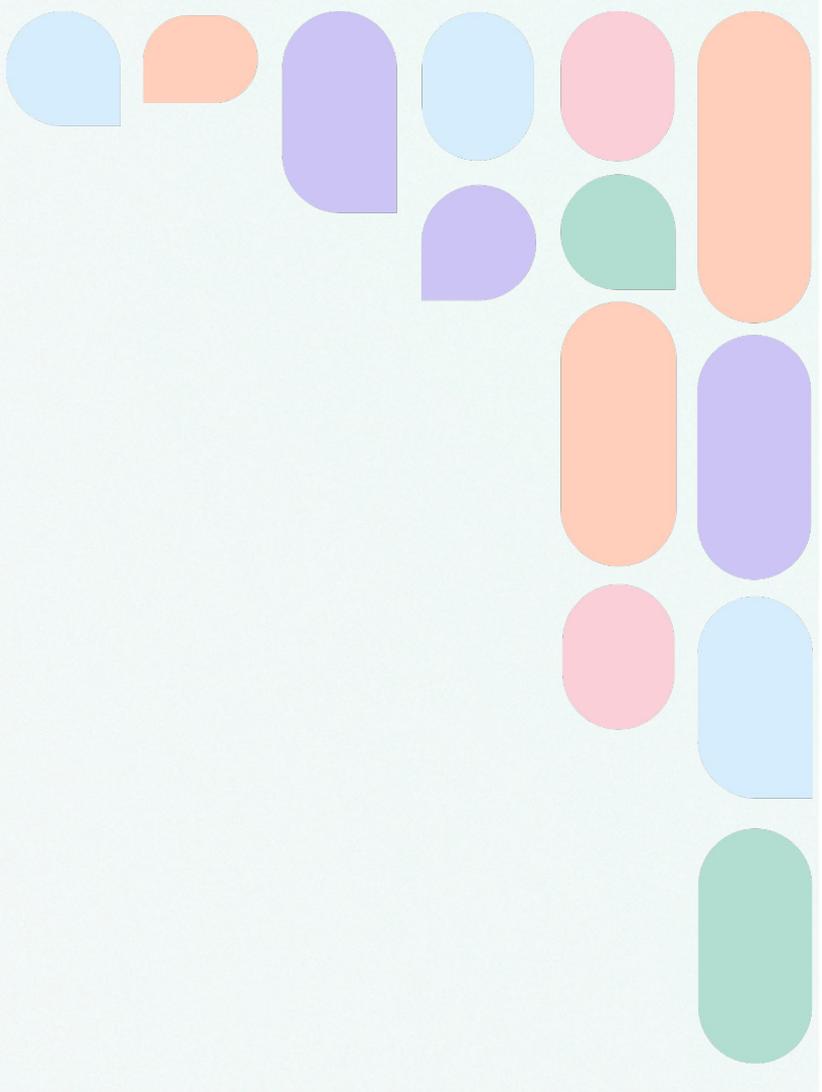
Sponsorship Impact

TED Ideas worth spreading WATCH DI



How to find the person who can help you get ahead at work

4,846,119 views | Carla Harris • TEDWomen 2018

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Agenda

- Why we've partnered with 10KC
- What is Sponsorship?
- **Important Dates & Demo**
- Sponsorship Takeaways

Important Dates

Update dates

[date 1]

You're invited



[date 3]

Sign up for [event name]



[date 2]

Meet Your Match!



[date 4]

1st round of Introductions!



Sponsorship Program Preview

- Session 1:** Mapping Out Your Career
- Session 2:** Visibility, Visibility, Visibility
- Session 3:** Expanding Your Network
- Session 4:** Sustained Sponsorship & Reflection

Duration of Program: 4 months

Schedule: Meeting every 3-4 weeks

Update with meeting curriculum



Sponsee



Sponsor

Ten
Thousand
Coffees

Getting Started

Congratulations — you've been matched in the Sponsorship Program!

Based on the preferences you set in your profile, we've created your personalized pairing.



Michaela Fisher (sponsee)
Manager, R&D



Amanda Benson (sponsor)
VP of Sales, R&D

Sponsees— this is your time to shine! Take the lead to introduce yourself and propose a recurring time to meet virtually for 45-60 minutes every month.

SPONSORSHIP PROGRAM

Meeting 1: Mapping Out Your Career



DISCUSSION QUESTIONS

Are there different parts of the business you're interested in exploring? What about them interests you?

DISCUSSION QUESTIONS

Where do you see yourself in the next 1-2 years, 3-5 years or 10+ years? How do you see yourself getting there?

What best describes your chat?



Loved it



Liked it



Not sure



Room for improvement



We skipped this meeting

Please elaborate why you picked that option:

Write your response here

What do you think can be improved OR what didn't you like OR found could be improved?

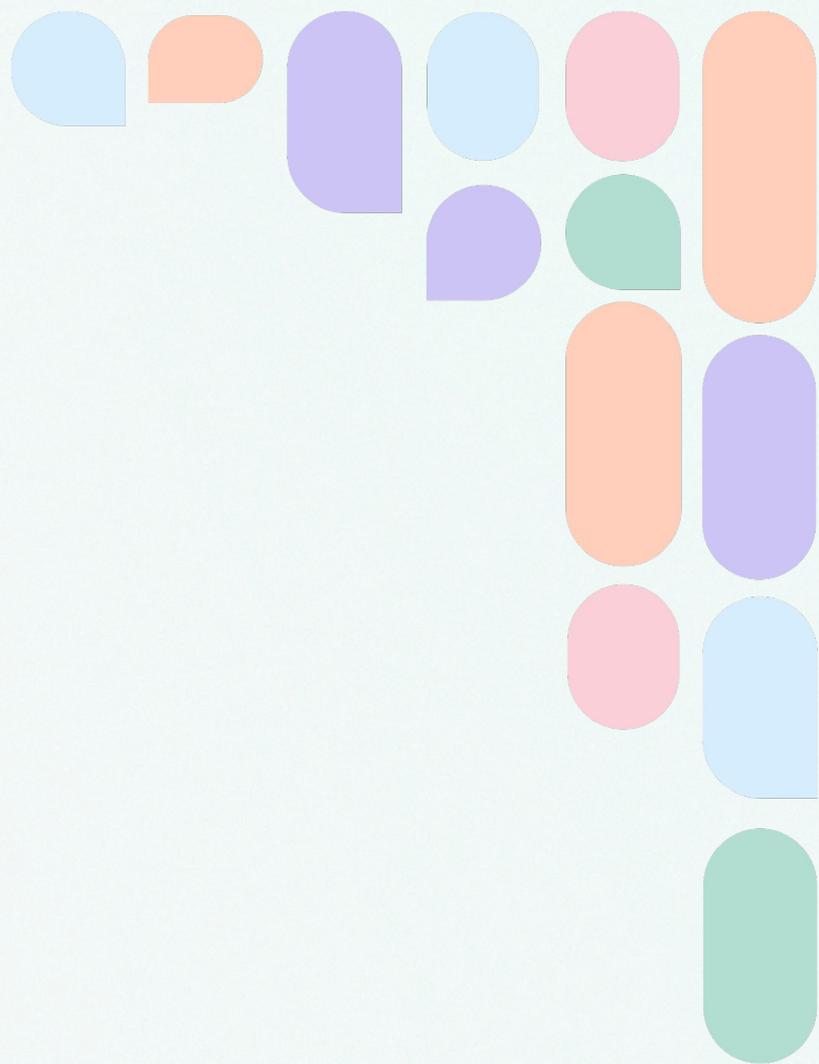
Write your response here

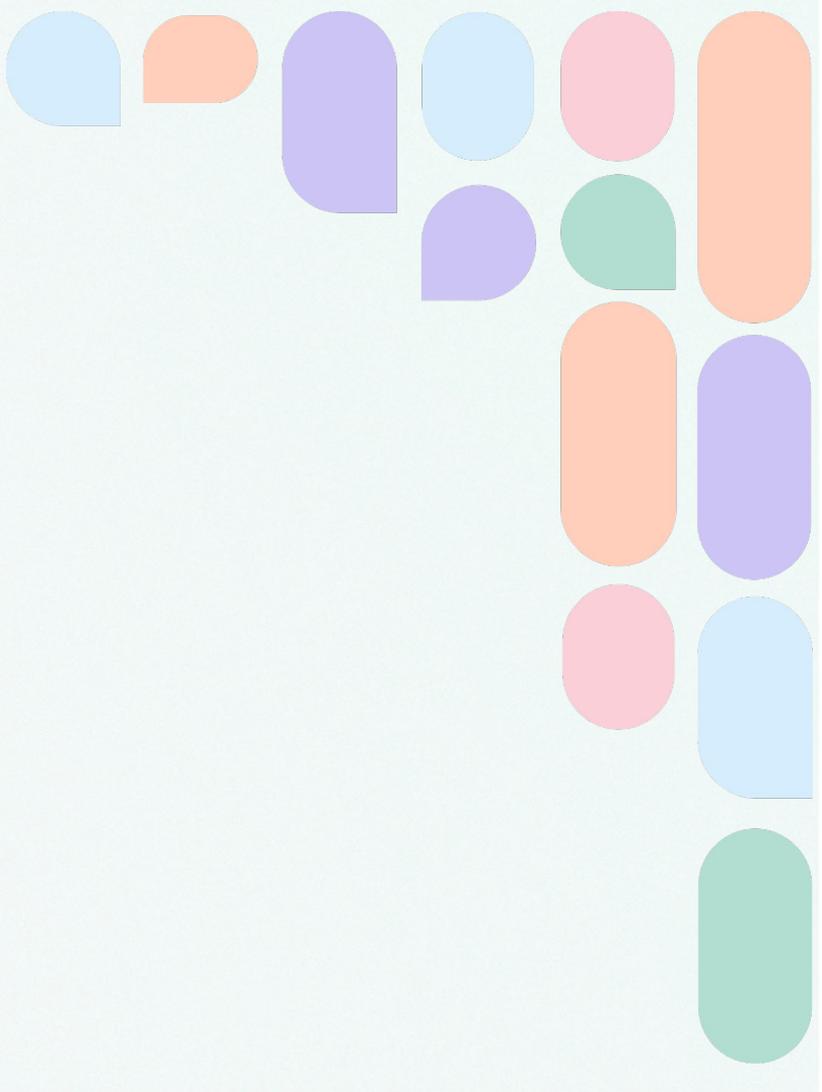
1 Opt-in & schedule your recurring meeting with your match

2 Meet and share career insights

3 Give feedback & help inform future learning initiatives

Demo



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Agenda

- Why we've partnered with 10KC
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- **Sponsorship Takeaways**

Sponsorship Takeaways

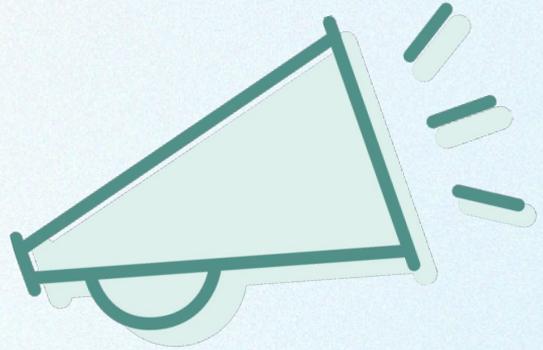
1. Sponsors need to **ACT**
2. The onus is on the **Sponsor**
3. This program is **NOT** about creating more work for Sponsees



Ten
Thousand
Coffees

How else can I participate?

1. Claim your profile and get started!
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**Ten
Thousand
Coffees**

Thank you.

Ten
Thousand
Coffees

Sponsorship Program Training



Sponsorship Impact

Sponsorship has impacted my career through:

- [insert messaging]
- [insert messaging]
- [insert messaging]

Update with speakers story/experience of Sponsorship & image

What is Sponsorship?



Sponsorship is an impactful relationship between a **Sponsor** and **Sponsee**. The Sponsor actively advocates and opens up opportunities for the Sponsee to advance and guide them in the right direction.

A Sponsor vs. A Mentor vs. A Coach

	Sponsor	Mentor	Coach
Goal:	Provide sponsee's access to career opportunities	Mentee's overall professional development	Developing specific skills related to coachee's career
Achieved by:	Assess sponsee's skills and abilities to provide them with visibility, leveraging their network and influence	Sharing their knowledge and experiences, helping mentee identify and develop skills and goals to grow their career	Providing performance based feedback and advice in a structured way
Who are they?	Senior leader in sponsee operating environment with significant influence	Experienced in areas where mentee wishes to learn from	Skilled and trained to promote this skill development in others



Be an Advocate & Commit

Being an effective sponsor and an ally is achieved by:

- Committing to the process
- Advocating for your sponsee
- Understanding that this is a long term relationship

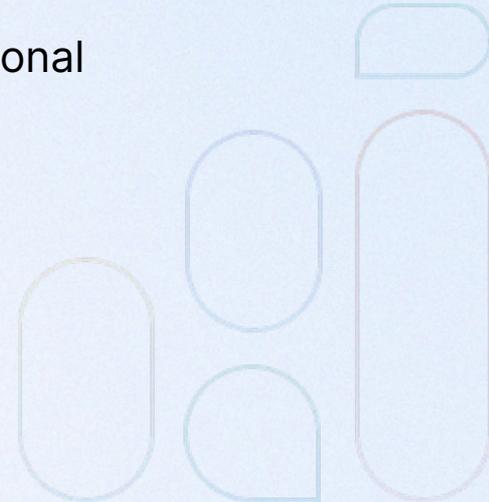
Your Role as a Sponsor

Being a sponsor to diverse talent, it is important to reflect on:

- What you can offer
- And your personal career experiences

By committing to this process you contribute to your professional development through:

- Communication
- Leadership development
- Collaboration
- and more!



Your Role as a Sponsee

As a sponsee, it's important to prepare for this experience by:

- Reflecting on your career experiences
- Thinking about your career goals

As a sponsee, it's important to:

- Prepare to articulate your long term goals
- Show up in a way that reflects well on you and your sponsor
- Understand that this is a relationship that requires trust
- Know that you are in the driver's seat to get the most out of your experience



Sponsorship Program

📅 16 weeks

Selected

● Belonging at work	56%	10% ▲
● Strategic management	45%	5% ▲
● Communication	42%	12% ▲
● Confidence	38%	7% ▲

Why Diverse Talent Needs Sponsorship?

Everyone benefits from sponsorship but some groups need sponsorship more than others.

Sponsorship is especially impactful for diverse talent groups because many of these groups have historically been kept out of spaces and roles.

40% agree that having a sponsor helps you reach your career goals

56% of senior executive women agree that sponsorship is a key success factor in their career.

Only **5%** of Black employees report having a sponsor

Common Obstacles Diverse Talent Face

As diverse talent advance in their careers in more senior leadership roles there are a few common obstacles that they may face:

- Less representation among peers
- Lack of sponsorship from leaders
- Combatting discrimination

78% of employees who responded to a Harvard Business Review study said they work at organizations that lack diversity in leadership positions.

Maximizing Your Sponsorship Relationship

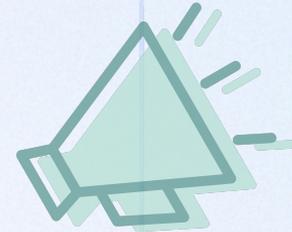
To make the most of your sponsorship experience there are four key areas to focus on:

Get to know your match

Take actionable steps outside of your 1 on 1s

Prioritize these meetings

Make each other shine





Sponsorship Program Experience

- 📋 **Meeting 1:** Mapping Out Your Career
- 📋 **Meeting 2:** Visibility, Visibility, Visibility
- 📋 **Meeting 3:** Expanding Your Network
- 📋 **Meeting 4:** Sustained Sponsorship and Reflection