



MENTORSHIP TOOLKIT: GUIDE FOR YOUNG WOMEN ON CAREER AND DIGITAL EMPOWERMENT

This guide was created to help you set effective personal and professional goals. This guide will empower you to discover your values and clarify your aspirations.



This toolkit was designed by the Initiative for Human Rights and Gender Awareness in dedication to promoting equality and empowerment, serving as the foundation for our mentorship program and inspiring positive change in the lives of young women.

We extend our heartfelt gratitude to the mentors who generously dedicate their time, knowledge, and support to empower young women. Your commitment to guiding and inspiring the next generation is invaluable, making a significant difference in their career and digital journeys.

We also sincerely appreciate our volunteers—Terfa Ugbe, Patience Enegide, Uwaila Omosigho, and Kashimana Tile—for their unwavering support and dedication. Your hard work and enthusiasm have been instrumental in the success of this mentorship program, and we are grateful for your contributions to fostering growth and positive change



TABLE OF CONTENTS

ACKNOWLEDGEMENT

1. BACKGROUND

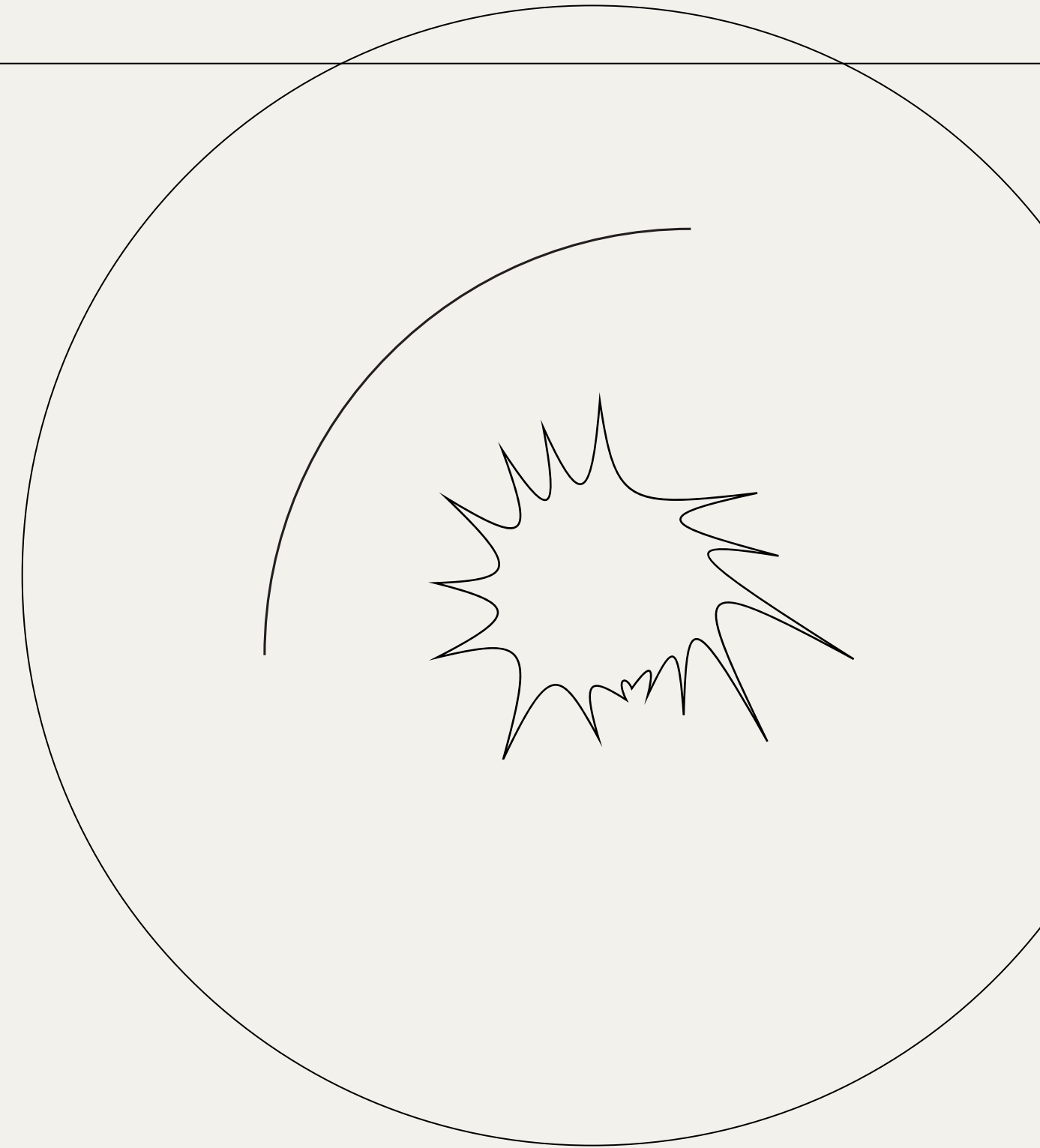
2. DEFINING THE RELATIONSHIP

3. DEFINING THE CAREER PLAN

4. MEETING STRUCTURE AND AGENDA FOR MEETING.

5. GOAL SETTING GUIDE

The Career and Digital Mentorship Drive is an initiative under the Human Rights and Gender Awareness framework, part of the Staying Safe Online Project. This project aims to empower young women by helping them develop strategic career pathways and enhance their digital skills. By promoting positive online footprints, the mentorship drive equips participants with the tools and knowledge necessary to navigate their careers safely and effectively in the digital age.



MENTOR-MENTEE RELATIONSHIP

Mentor: An experienced individual providing guidance, support, and resources.

Mentee: A young woman seeking advice and knowledge to advance her career and digital skills.

Expectations

Open Communication: Both parties should feel comfortable discussing goals, challenges, and feedback.

Confidentiality: Respect each other's privacy and maintain trust.





ROLES AND RESPONSIBILITIES

MENTOR RESPONSIBILITIES

- PROVIDE GUIDANCE ON CAREER PATHS AND DIGITAL SKILLS.
- SUPPORT MENTEES IN SETTING AND ACHIEVING PERSONAL AND PROFESSIONAL GOALS.
- SHARE RESOURCES, INCLUDING ARTICLES, WORKSHOPS, AND NETWORKING OPPORTUNITIES.
- HELP MENTEES PREPARE FOR SCHOLARSHIP APPLICATIONS.



MENTEE RESPONSIBILITIES

- BE PROACTIVE IN SEEKING ADVICE AND FEEDBACK.
- SET GOALS AND CREATE A CAREER PLAN.
- COMMIT TO REGULAR MEETINGS AND FOLLOW-UP TASKS.
- BE OPEN TO CONSTRUCTIVE CRITICISM AND WILLING TO LEARN.



Defining a Career Plan

- Self-Assessment: Identify strengths, weaknesses, interests, and values.
- Career Exploration: Research potential career paths and industries of interest.
- Goal Setting: Establish short-term and long-term career goals.

Skill Building Targets

Encourage mentees to focus on the following skills:

1. Writing:

- Practice writing resumes, cover letters, and professional emails.
- Engage in blogging or journaling to improve clarity and expression.

2. Public Speaking:

- Join organizations to enhance speaking skills.
- Practice presentations in a safe environment.



1. Digital Skills:

- Enroll in online courses on platforms like Coursera or Udemy.
- Familiarize with tools like Google Workspace, Microsoft Office, and social media.

2. Career Visibility:

- Create and optimize LinkedIn profiles.
- Share achievements, articles, and insights on social media.

Setting Expectations

At the beginning of the mentorship, discuss and agree on:

Meeting frequency (twice a month).

PREFERRED COMMUNICATION METHODS (IN-PERSON, VIDEO CALLS, EMAILS).

SPECIFIC AREAS OF FOCUS FOR EACH MEETING.



Supporting Scholarship Applications

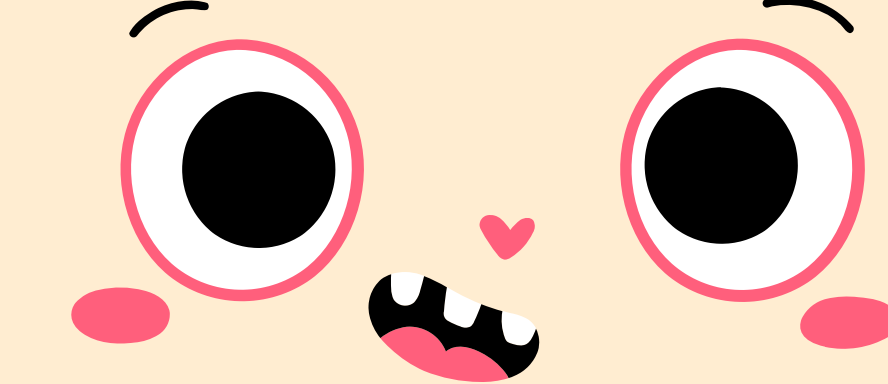
Steps for Scholarship Support

Research: Help identify relevant scholarships based on the mentee's field of interest.

Application Preparation: Assist with crafting personal statements and gathering recommendation letters.

Mock Interviews: Practice interview skills for scholarship interviews.

Follow-Up: Discuss outcomes and next steps after applications.



4. MEETING STRUCTURE

SUGGESTED AGENDA FOR MEETINGS

CHECK-IN: DISCUSS RECENT
DEVELOPMENTS AND FEELINGS
ABOUT PROGRESS.

SKILL FOCUS: DEDICATE TIME TO
A SPECIFIC SKILL OR TOPIC (E.G.,
WRITING, PUBLIC SPEAKING).

CAREER PLANNING: REVIEW
GOALS AND ADJUST THE CAREER
PLAN AS NECESSARY.

NEXT STEPS: SET TASKS OR
GOALS FOR THE NEXT MEETING.

SELF-REFLECTION

Imagine that in the future you are writing your memoirs. What are the key events and experiences in your life that have shaped who you are today?

What are three experiences in your life that you are grateful for, and why?

Think back to a time when you overcame a significant challenge.
What did you learn about yourself from that experience?

What do you find yourself daydreaming about when you have spare time?
What do these daydreams tell you about your true desires?

What qualities do you value most in your relationships,
and how do those qualities reflect your values?

Use these creative prompts as a starting point for self-discovery. Take the time to reflect on each question and write down your thoughts, feelings, and insights.

Writing things down helps to crystallise your thoughts and insights, making it easier to reflect on them later and gain a deeper understanding of yourself.

YOUR PASSIONS

Think back to your childhood. What activities did you enjoy most, and how do those activities align with your current interests?

Consider a time when you were fully engaged in an activity and lost track of time. What was the activity, and why did it captivate you?

What are some things that you've always wanted to try but haven't yet?

If you could be a character in any book or movie, who would you be?
What about that character appeals to you?

Use these creative prompts to explore your passions. Take the time to reflect on each question and write down your thoughts, feelings, and insights.

YOUR PERSONALITY

Think about a time when you received constructive criticism. How did you respond, and what did your response reveal about your personality?

Think about a time when you had to make a difficult decision. How did you arrive at your decision, and what does this say about your decision-making style?

What are some things that you do when you're feeling stressed or overwhelmed? How do these coping mechanisms reflect your personality and values?

What are some recurring patterns in your behavior or thought processes?

Understanding your personality can help you better navigate your personal and professional life. Use these prompts to reflect and then write down your thoughts, feelings, and insights.

NOW WRITE YOUR GOALS

Don't be daunted! You have done the groundwork to get you to this point. Here are some sentence prompts to get you on your way:

MY TARGET IS TO...

I PLAN TO...

I AM DEDICATED TO...

I WILL...

I AM WORKING TOWARDS...

I ASPIRE TO...

BY JULY, I WILL HAVE...

BEFORE NEXT SPRING, I AM DETERMINED TO...

I HOPE TO...

I AM FOCUSED ON...

IN THE NEXT YEAR, I WILL...

MY GOAL IS TO...



ESSENTIAL REST

REST IS A PRIORITY

Rest is a critical component of achieving your goals, and you should make it a priority in your daily routine.

Schedule rest breaks into your calendar, and treat them with the same importance as you would any other task.

SET REST GOALS

Just as you set goals for your work or personal life, set goals for your rest time. These could include goals for getting enough sleep, taking regular breaks during the workday, or engaging in relaxing activities.

SELF-CARE GOALS

Engage in activities that promote self-care and relaxation, such as going for a walk in nature, or reading a book. Make self-care a regular part of your routine, and prioritise it as you would any other task.

YOUR ENERGY

Pay attention to your energy levels throughout the day, and adjust your rest schedule accordingly. If you find that you're particularly tired or overwhelmed, take a break to recharge and refocus.



IN OUR HYPER-COMPETITIVE
WORLD, IT'S EASY TO FALL
INTO THE TRAP OF
BELIEVING THAT SUCCESS
AT ANY COST IS THE ONLY
PATH TO ACHIEVEMENT.

Do your best to
avoid this negative
mindset and always
pursue your goals
with integrity and
compassion.

QUESTIONS?

If you have any questions or need clarification regarding this guide, please don't hesitate to reach out. We are here to support and guide you.

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