Entrepreneurs' Organization

Mentor/Mentee – Virtual Best Practices

1. Platform:

Popular apps to hold the meetings are listed below in the order of preference:

- Zoom
- Google Hangouts
- GoToMeeting
- Adobe Connect Pro
- Cisco Webex

Cost, hardware compatibility, registration pre-requisites and learning curve to operate are the factors influencing the list above. Consensus was Zoom is easiest, cheapest and effective.

This is for information only, but in no way restricts the relationships to any one platform. Like a physical meet-up, the meeting place, time and format decisions are made by the Mentor/Mentee to suit their needs.

Key to making this meeting work is to ensure all participants have a reliable internet connection. Bad connections are a distraction for everyone and diminish the experience.

2. In-person time:

Some mentoring relationships believe that meeting in person is necessary. If both Mentor and Mentee are able to meet in person that is great! However, to ensure safety of all parties we are suggesting you try to meet virtually during this time.

3. Meeting frequency, timing and logistics

As a best practice all Mentoring relationships is to meet on a bi-weekly or monthly basis.
For virtual meetings we recommend each last between 1 and 2 hours. The average meeting time is 2 hours. We recommend including breaks into your agenda as staring at a screen for a long can be challenging, but please do the breaks at your own pace.

Timing is a critical function for an effective meeting. Having the Mentee be the meeting manager and host is recommended. The emphasis for the manager is to maintain scheduling.

A critical component is that the participants should be in a private space, with no interruptions for the duration of the meeting to maintain confidentiality and prevent distractions.

Please see next page for a suggested Agenda.

4. Suggest Agenda

Time	Agenda Item	Notes
5 min	Mentor/Mentee Catch up	Informal chat.
5 -10 min	Review Previous Meeting	Go over previous conversation as a refresher.
10-15 min	Conversation starter about goals and updates	Review goal worksheet to capture updates.
Time set by Mentee Suggest 15 min	Update Mentor on new goals and needs	Reflect with Mentor on your Monthly Meeting Worksheet and Goal Setting Worksheet, see whats coming up and what needs to change for your goals.
1 hour recomended	Talk through future goals	Talk about what goals to add.
10 min	Questions for Mentor	
5 min	Schedule Next Call	

The key success of a virtual meeting is the adherence of the **Trust and Respect** value of EO, particularly in staying present rather than being distracted by extra stimuli hidden from the other participants. It is recommended that one person on the call monitors the participant's attention and has permission to call people out if they see them doing something else. Everyone must be on video, audio only participation is not allowed.