

FLASH MENTORING GUIDE - A COMMUNITY RESOURCE

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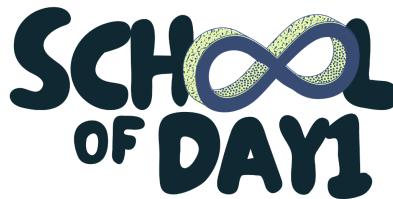
Introduction

Hello there, and welcome! This work-in-progress compendium aims to provide you with relevant materials that you may use to facilitate the implementation of impactful flash mentoring sessions within your youth engagement programmes. It is derived from the methodology adopted at the School of Day 1, a new community ground up mentoring initiative launched in January 2024 (see Box 1 below).

This compendium is made possible by the dedication and passion of many mentors who have stepped forward since the founding of School of Day 1 to help youths break down their aspirations into bite-sized actions for progress. Here's a huge thank you to each and everyone of them!

Any shortcomings in this compendium are mine alone. Should you have any queries, clarifications, or feedback to improve on the guide, please do feel free to reach out to me (Matin) by emailing: mdmatin.mohdari@gmail.com 😊

Box 1: About the School of Day 1



The School of Day 1 is a mentoring initiative which focuses on the delivery of **timely, actionable, and relevant** support to individuals within the youth community who are ready to hit the reset button or take the first important step (Day 1) towards realising their ambitions, aspirations, including the next phase of their personal life journeys. It brings together the collective wisdom of our community and translates it into practical, bite-sized lessons to help youths turn their aspirations into reality. These lessons will be delivered by volunteer mentor “teachers” in a pop-up school format which takes place at key community platforms, events, or programmes throughout the year where youths are the target audience. A website has been created to share more about the initiative to members of the public: www.schoolofday1.com

What is Flash Mentoring?

Flash Mentoring in the context of this compendium refers to a form of mentoring that undertakes the following 4 key features:

1. **Micro Format** - *the conduct of shorter but equally impactful mentoring and knowledge sharing sessions.* This approach differs from longer-form sessions that demand extensive commitments from both mentees and volunteer mentors.
2. **Bite-sized Content & Delivery** - *providing information that can be easily consumed vs being drowned in.* Focusing on highly specific mentoring content and an effective mode of content delivery to address mentees' immediate needs.
3. **Application Integration** - *applying what was just taught / shared.* Incorporating a mandatory application component to enhance the knowledge / experience transfer process.
4. **Strategic Timing** - *intervening when it matters.* Aligning the mentoring session with significant calendar milestones such as the start of the school term, pre-exam seasons, university selection windows (e.g. March for A'level graduates), final semesters in Institutes of Higher Learning (IHL), pre-holiday windows (May), and career switch seasons in Q1 (January) and Q4 (September). This ensures that the mentoring support is particularly relevant and beneficial during these key periods.

How do I design and organise a Flash Mentoring session?

Follow these 5 simple steps:

1. **Craft the session objective(s), land on a target mentee audience (including size), and come up with a theme that connects.**

Box 2: Examples of session blurbs

- The Life Skills for Youths Flash Mentoring session is developed in collaboration with non-profit, Tasek Jurong for campers of the Tasek Rising programme. Up to 60 Youth campers between the ages of 13-17 years old will be offered lessons led by 10 x School of Day 1 mentor-teachers that promote the development of life skills that would better prepare them for adult life.
- Every goal demands a breakdown into actionable steps. Taking that initial step creates momentum—a powerful force that, when consistently pursued, helps you get closer to where you want to be. This is where we come in: to get you on Day 1. Youths, especially recent graduates of A Levels who are keen to chart the next phase of their journeys with the support of mentors are invited to participate in this flash mentoring session for Jurong residents. The session is developed in collaboration with M3@Jurong, MENDAKI's Youth Mentoring Office, and SINDA.

- Have a great kick-off to 2024! Youths aged 15-25 years old who are keen to transform their aspirations into action, and start the brand new year right with the support of community mentors are invited to join in this upcoming flash mentoring session.
- Sow and grow your groundup! As a response to the growing interest of youths in giving back, and paying it forward through innovative community programme initiatives, we are running a special flash mentoring session focused on the theme of groundups. Youths (aged 13-35 years old) who are keen to launch and grow their groundup ideas with the support of community mentors are invited to join. The session is developed in collaboration with imPAct Hub @Hong Lim and SG Mentoring.

2. Shortlist mentor candidates.

- Draw on personal connections and / or from organisations with access to quality networks e.g. [Yayasan Mendaki Professional Network](#), [National Youth Council Youth Leadership programmes](#) etc.
- Consider the age / generation gap between mentor candidates and target mentee audience e.g. if a flash mentoring session is being planned for graduating A-level / O-level / N-level students to get support for entry into Institutes of Higher Learnings (IHLs), the mentee candidates should ideally be existing IHL students so that the sharing of experiences can be more relatable.
- The mentor-mentee ratio should be 1:5 so that dedicated attention can be given.

3. Build out a session outline using this simple template:

Template #1: Overall session breakdown

Time	Activity (Total runtime: 120 mins / 2 hours)
10 mins	Introduction & Context Setting
5 mins	Opening Remarks
15 mins	Introduction to Classes (each Lesson Contributor gives a 1-2 mins summary)
45 mins	Mentees will attend the first Lesson, based on the choice the made at registration (see the detailed time breakdown for the conduct of each Lesson below)
45 mins	Mentees will attend the second Lesson, based on the choice the made at registration
-	Concluding Remarks & Networking

Template #2: Detailed breakdown for every 45 min lesson

Time	Activity & Talking Points (Total runtime: 45 mins max per lesson)
3 mins	Introduction Share learning objectives and what will be covered within the 30 mins
15 mins	Lesson proper, with learning instrument
15 mins	Application exercise
10 mins	Group sharing / practice session
2 mins	Wrap Up

4. Conduct a short briefing session with the mentors so that they come prepared.

- This is a key step to ensure that the overall objective of the flash mentoring session backed by the fundamental programme design principles are being met.
- Develop a programme plan based on the template in [Annex A](#), and use that as a tool to set expectations with mentors.

5. Get each mentor to develop their respective lesson plans.

- Lessons are to be framed as “How to” hacks. Keep the lesson titles to the point. Examples include:
 - How to carry a “dinner table” / meaningful conversation?
 - How to develop an action plan for your goals - big and small?
 - How to manage your everyday expenses and build savings?
 - How to discover your interest?
 - How to plan for a balanced day / week?
 - How to: engage widely to get exposure and advice on your next choice of study
 - How to: make a decision on your choice of course / study
 - How to: set your goals for the next phase of your education journey
 - How to: prepare for a course interview
 - How to: make best use of your break before going back to school
 - How to: get additional financial support for school
 - How to: make a career pivot, and land on the opportunity you’ve always wanted
 - How to: unpack and understand a complex topic
 - How to: move forward even if you’re not 100% sure
 - How to: turn your passion into a venture
 - How to: craft your personal story

- Every lesson needs to be supported by a learning instrument or aid, i.e. a worksheet, framework, map etc.
- Mentors must also incorporate a hands-on activity that is linked to the advice / hacks given as part of the lesson delivery. Examples include: conducting a mock interview, completing a personal brand stocktake, creating a 3 months' progress map, crafting a 1 minute script of personal introduction etc.
- See **Annex B** for a sample of a lesson plan.

Are there samples that can be referenced?

Of course! Please find examples in this section 😊

Annex A: Programme plan (for briefing with mentors to set expectations)

No.	Lesson Title	Learning Instrument(s)	Application Exercise	Learning Outcomes	Mentor-Teacher(s)
1	How to: make a career pivot, and land on the opportunity you've always wanted	Planning guide	<p>Create a personalised game plan to pivot your career and secure the opportunity you've always wanted</p> <p>What you do next matters: Do a 2 min sharing on your next steps now that your game plan has been drafted with the group, and get feedback.</p>	Acquire the skills to systematically approach and kick off your career pivot journey	Mentor A
2	How to: unpack and understand a complex topic	Framework to facilitate a deeper understanding of a topic	<p>Create a "talking points" cheat sheet on a particular topic of choice</p> <p>Practice builds confidence; feedback sharpens your delivery: Deliver a 2 min verbal presentation to the group, and get feedback.</p>	Acquire the skills to help you tackle and better understand a new topic so that it can become the foundation for greater exploration (careers, learning opportunities etc.) with mentors / industry experts	Mentor B
3	How to: move forward even if you're not 100% sure	<p>Mental model of "trying stuff"</p> <p>Execution framework</p>	<p>Create a draft plan / prototype by using the proposed execution framework to turn any of ideas or concepts into reality</p> <p>Stress-testing your plan:</p>	Acquire the skills to develop and navigate a plan that allows for further exploration, and course corrections	Mentor C

			Give a 2 min sharing on your proposed execution plan, and seek the group's feedback.		
4	How to: turn your passion into a venture	Preliminary feasibility assessment 1-page business plan	Create a strawman business plan <i>It pays to have a sounding board:</i> In a 2 min sharing, float your plan openly and present them for critique and discussion from the group. This helps to get external inputs and strengthen ideas.	Acquire useful skills that would help you develop a holistic, 360 business plan	Mentor D
5	How to: craft your personal story	Life map Story development and narrative structure	Create a set of talking points that will help you communicate your personal story <i>Practice, and practice again:</i> Do a 1-2 min self introduction sharing	Acquire the skills to develop an authentic personal story by drawing on the sum of your past experiences; particularly useful for self-introductions at interviews, professional networking events, meeting a mentor for the first time etc.	Mentor E

Annex B: Lesson plan sample

Lesson Title: How to: bring your ideas and goals to life

Duration: 45 mins total runtime

Learning instrument: 10-step idea development mapping process

Learning aid: 10-step table (to be printed for students to fill in)

Application Exercise: Create an idea development plan, and do a 2 min sharing with the group for feedback

Time	Activity & Talking Points
3 mins	<p><i>[Introduction]</i></p> <ul style="list-style-type: none">● Hello! Welcome everyone. My name is Matin. In my day job, I work at Expedia Group as its Head of Public Policy, Government and Corp Affairs for Southeast and South Asia. Prior to Expedia, I worked at Grab, the Tech for Good Institute, and the Govt of Singapore. Outside of my day job, I am involved in several community led initiatives, focusing on the youth space. <p><i>[Share learning objectives and what will be covered within the hour]</i></p> <ul style="list-style-type: none">● Today, I will cover an important lesson around how you can translate your ideas into action.● I will start by sharing the mental model / process that I typically use to guide my planning and implementation efforts. The approach is something that I found to be helpful for me because (1) I am a 1001-ideas kind of guy; lots going on in my mind, and (2) I need some form of structure to help clarify my thoughts.● Within the next hour, you will also get to try out the process for an idea that you've always been mulling about!● Hope you will give your best in trying it, and let me know if it works for you too!
15 mins	<p>To kick off, let me take you step by step, the process that I typically apply.</p> <ul style="list-style-type: none">● First, you start off with an idea or something that you really want to achieve. This can be anything. Throughout my sharing, I will use 3 examples from my own past experience to illustrate how this approach had worked for me.<ul style="list-style-type: none">○ Securing my first job upon graduation○ Launching a Grab podcast during Covid

- Piloting School of Day 1 community project
- Second, try to **visualise how it will pan out if all goes well** - the mind works in very interesting ways. If you can see it, then you can work towards making it happen. All you need is some help, lots of determination, and a bit of luck / faith. *[To show with example reference]*
- Third, **break down what you see into basic parts.** *[To show with example reference]*
- Fourth, **map out what needs to be done to get there.** *[To show with example reference]*
- Fifth, **take a break.**
- Sixth, come back, and ask: **Are these realistic plans? Is the work to get there feasible?** If you're convinced that it is a yes, keep. Otherwise drop. *[To show with example reference]*
- Seven, do this important step: **How would you deal with the failure / if the idea doesn't quite materialise?** "You don't lose, you learn." "No regrets move because it will still bring you somewhere." This step prepares you, and helps to manage your personal expectations.
- Eight - **Write the idea down so that others can understand.** Be as specific. What is the idea about, why it is worth pursuing, and how you can make it happen. Use it to test with people around you. Iterate.
- Nine. **Set a date.** Nothing can bring more agency than a looming date.
- Ten. **Go forth.**

Now let's give it a try.

In front of you, there's a sheet of paper which has these 10 steps. Take the next 10-15 mins to try to work on an idea / a thing that you would like to strive for in 2024. I'll go around to help you if you feel stuck.

Remember that this can be applicable to a lot of things.

- Land an internship at a place you've always wanted
- Launch a project that you care so deeply about
- Achieve personal health targets

2024 is the year. Your year. Let's go!

10 mins	Application exercise
10 mins	Sharing (2 mins per person)
2 mins	Wrap Up