



INTERNATIONAL DIGITAL ENTREPRENEURSHIP ASSOCIATION

Digital Entrepreneurship Mentoring: Leaving No
Disadvantaged Young Person Behind in the Digital Age



M3 MENTORING SIMULATION

UDGD
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GİRİŞİMCİLİK DERNEĞİ

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INTRODUCTION TO MODULE:

This module focuses on the key elements and strategies necessary to create effective mentorship relationships. It delves into the foundational principles of mentorship, including building rapport and establishing trust, setting clear goals, creating actionable plans, providing ongoing support and feedback, and celebrating achievements. Establishing a strong foundation of trust and open communication is crucial for any successful mentorship. This section will explore techniques for building rapport and creating a supportive environment where both mentor and mentee feel comfortable sharing their thoughts and experiences.



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CONTENT OF THE MODULE:

- Developing skills to establish open and honest communication with your mentee, fostering a supportive and trusting relationship.
- Learning how to define and align SMART goals that guide the mentorship process and meet the needs of the mentee.
- Creating structured and actionable mentorship plans with clear steps and milestones to achieve the set goals.
- Providing continuous support and constructive feedback that promotes the mentee's growth and development.
- Regularly reviewing and evaluating the mentee's progress, ensuring they stay on track towards their goals.
- Recognizing and celebrating milestones and achievements, reinforcing positive behaviors and maintaining motivation.
- Addressing and overcoming common mentorship challenges, employing strategies for conflict resolution and effective problem-solving.
- Applying mentorship principles in a simulated environment, using case studies and practical examples to enhance learning.
- Planning for ongoing development and improvement in your mentorship approach, ensuring long-term success for both the mentor the mentee.



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LEARNING OBJECTIVES:

Please provide learning objective (based on Bloom's taxonomy)

1. Knowledge:

- Define the key elements and principles of effective mentorship.
- Identify the foundational components of trust and open communication in mentorship.

2. Comprehension:

- Explain the significance of SMART goals in the mentorship process.
- Describe the steps involved in creating structured and actionable mentorship plans.

3. Application:

- Apply techniques for building rapport and establishing trust with a mentee.
- Demonstrate the process of setting and aligning SMART goals with a mentee.

4. Analysis:

- Analyze different mentorship scenarios to identify potential challenges and solutions.
- Evaluate the effectiveness of mentorship plans and feedback mechanisms.

5. Synthesis:

- Develop comprehensive mentorship plans that include clear steps, milestones, and evaluation methods.
- Create strategies for continuous support, constructive feedback, and celebration of achievements.

6. Evaluation:

- Assess the progress of a mentee against the set goals and provide constructive feedback.
- Critique and improve mentorship approaches based on simulated case studies and practical examples.



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TRAINING CONTENT

In this section, please provide learning content with images, tables, diagrams, charts suitable to the needs of the target group.

5-6 Pages minimum – 10 Pages maximum

Introduction to Module

Mentorship is a powerful and transformative process that fosters growth, development, and learning for both the mentor and the mentee. A successful mentorship relationship can provide invaluable guidance, support, and opportunities for professional and personal growth. Through effective mentorship, individuals can navigate their career paths more efficiently, overcome challenges, and achieve their full potential.

Mentorship is a journey of mutual growth and development. It is a dynamic process that requires commitment, open communication, and a willingness to learn and adapt. By fostering a supportive and trusting relationship, mentors and mentees can achieve remarkable professional and personal growth, navigate their career paths more efficiently, overcome challenges, and ultimately reach their full potential. Effective mentorship is not just about achieving immediate goals but also about building a lasting legacy of knowledge, skills, and relationships that benefit both individuals and the broader professional community.

What is a Mentor?

A mentor is a person who acts as an advisor or coach for someone less experienced or advanced, providing expertise and professional knowledge from a more experienced perspective. At the core of the relationship, the mentor offers advice, support, and guidance to the mentee. Mentors give advice to newcomers or those taking on new responsibilities and share their own knowledge and experiences. Additionally, they can share their experiences on how to manage crises that the mentee may encounter.

Mentorship is a crucial process for professional and personal development. Mentors help mentees develop their skills, achieve their career goals, and overcome challenges they may face in their professional lives. In this process, the role of mentors is not limited to sharing knowledge and experience; they also play a critical role in boosting the mentee's confidence, providing motivation, and expanding their professional network.



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Why is Mentorship Important ?

Over the course of the 20th century, the United States became a global leader in science, technology, and medicine in large part because of the innovations and scientific breakthroughs produced by its highly educated and productive cadre of STEM professionals. Maintaining that leadership role, and the resulting economic and political benefits that come with it, requires continually renewing and diversifying the talent of the U.S. STEM enterprise. This is particularly critical today because research suggests that there are real costs to perpetuating a homogenous and White, male-dominated STEM workforce. For example, car accidents were more likely to be deadly for women because the crash test dummies the manufacturers used in safety trials were designed to protect only an average male body type , and facial recognition software failed to accurately detect the faces of Black or Asian people . The faulty designs of these technologies might have been avoided if the people researching, designing, and developing the innovations better represented the diversity of the population.

Furthermore, the nation's STEM competence, productivity, and scientific progress today relies more than ever on collaborative problem solving and teams with diverse experiences and areas of expertise often ask different questions and tend to be more creative and innovative in how they answer those questions. More diverse research teams also, on average, produce higher-impact research and result in more effective and efficient problem solving . In business and academia, greater diversity has been associated with improved financial performance , reduced conflict in the workplace (Nielsen and Huse, 2010), promotion of a more equitable work environment and lower employee turnover.

Here are some key reasons why mentorship is important:

1. Knowledge Transfer and Skill Development

- **Sharing Expertise:** Mentors provide valuable knowledge and experience that can help mentees develop specific skills and competencies. This transfer of knowledge is essential for the growth and development of the mentee.
- **Practical Advice:** Mentors offer practical advice on navigating challenges, solving problems, and making informed decisions. This guidance can be particularly beneficial for those new to a field or role.



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2. Career Advancement

- **Professional Growth:** Mentorship can accelerate career development by helping mentees identify and pursue opportunities for advancement. Mentors can assist in setting career goals and creating actionable plans to achieve them.
- **Networking Opportunities:** Mentors often introduce mentees to their professional networks, providing access to valuable connections and potential career opportunities.

3. Personal Development

- **Building Confidence:** Mentors help mentees build self-confidence by providing encouragement and recognizing their strengths and achievements. This boost in confidence can empower mentees to take on new challenges and responsibilities.
- **Emotional Support:** Mentors offer emotional support and a sounding board for mentees to discuss their concerns and aspirations. This support can be crucial in helping mentees navigate difficult situations and maintain their motivation.

4. Enhanced Learning

- **Continuous Improvement:** Mentorship fosters a culture of continuous learning and improvement. Mentees are encouraged to seek feedback, reflect on their experiences, and strive for ongoing personal and professional growth.
- **Broadening Perspectives:** Mentors provide new perspectives and insights, helping mentees see situations from different angles and think critically about their decisions.

5. Leadership Development

- **Developing Future Leaders:** Mentorship helps cultivate the next generation of leaders by providing mentees with the skills, knowledge, and confidence needed to take on leadership roles. This development is crucial for organizational and community success.
- **Role Modeling:** Mentors serve as role models, demonstrating effective leadership behaviors and values. Mentees can learn by observing and emulating these behaviors in their own careers.



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6. Mutual Benefits

- **Learning for Mentors:** While the primary focus is on the mentee's growth, mentors also benefit from the relationship. They gain fresh perspectives, enhance their leadership and communication skills, and experience personal satisfaction from contributing to someone else's success.
- **Reciprocal Relationship:** The mentor-mentee relationship is a two-way street where both parties learn and grow together, enhancing their professional and personal lives.

7. Organizational Benefits

- **Increased Engagement:** Mentorship programs can increase employee engagement and satisfaction by providing opportunities for growth and development. Engaged employees are more likely to stay with an organization and contribute to its success.
- **Talent Retention:** Organizations that support mentorship are more likely to retain top talent, as employees feel valued and supported in their professional development.

The Emergence of Mentorship

The mentor first appears as an 'advisor' in Greek mythology. As depicted in Homer's Odyssey, Mentor was the loyal friend to whom Ithaca's King Odysseus entrusted his son Telemachus when he joined the Trojan War. Mentor was expected to guide the prince's development while his father was away at war. Telemachus was destined to be the next ruler of the kingdom and needed to be prepared for this role. In this relationship, Mentor went beyond being a protector and assumed the role of a mentor, helping Telemachus acquire the skills needed for rulership.

Mentor not only helped Telemachus gain knowledge and skills but also developed his character and leadership abilities. In this context, the mentorship relationship is a deep and comprehensive process that encompasses personal development as well as knowledge transfer. This example from Greek mythology has laid the foundation for the concept of mentorship today and has become a significant aspect of the modern business world.



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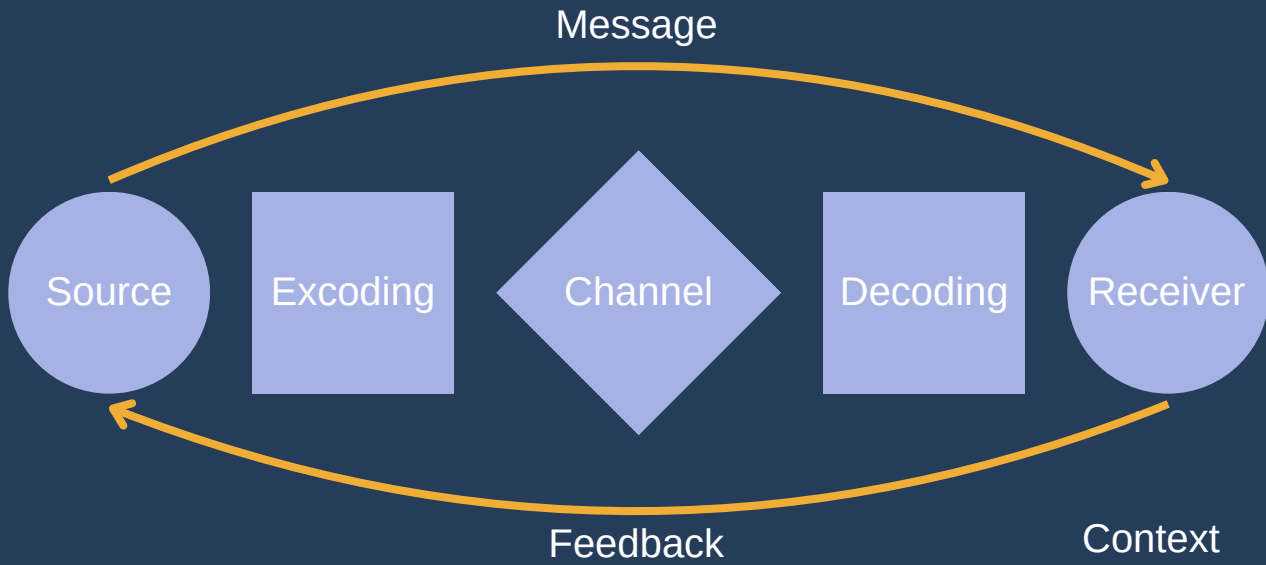


1. Developing Skills to Establish Open and Honest Communication

Effective communication is the cornerstone of a successful mentorship relationship. It involves active listening, empathy, and clear articulation of thoughts and feedback.

Key Strategies:

- **Active Listening:** Pay close attention to what the mentee is saying, show interest, and provide feedback that reflects understanding. This helps in building a strong connection and ensures that the mentee feels heard and valued.
- **Empathy:** Try to understand the mentee's perspective and show compassion for their experiences. This fosters trust and openness, making it easier for the mentee to share their challenges and successes.
- **Clarity:** Use simple and clear language to avoid misunderstandings. Ensure that both mentor and mentee have a mutual understanding of the goals, expectations, and feedback.



The communication process

Activity:

- **Role-Playing Exercises:** Engage in role-playing scenarios to practice active listening and empathy. This helps mentors develop these skills in a controlled environment.



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2. Learning How to Define and Align SMART Goals

Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals ensures that both the mentor and mentee have a clear direction and measurable milestones. This structured approach helps in tracking progress and making necessary adjustments.

Example of SMART Goals Table :

S	Specific	Make your goal specific and narrow for more effective planning	
M	Measurable	Make sure your goal and progress are measurable	
A	Achievable	Make sure you can reasonably accomplish your goal within a certain time frame	
R	Relevant	Your goal should align with your values and long-term objectives	
T	Time-based	Set a realistic but ambitious end date to clarify task prioritization and increase motivation	

Activity:

- Role-Playing Exercises: Engage in role-playing scenarios to practice active listening and empathy. This helps mentors develop these skills in a controlled environment.

3. Learning How to Define and Align SMART Goals

Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals ensures that both the mentor and mentee have a clear direction and measurable milestones. This structured approach helps in tracking progress and making necessary adjustments.

Activity: Goal Setting Workshop: Conduct a workshop where mentors and mentees collaborate to set SMART goals. This hands-on activity will help in understanding the process and importance of goal alignment.





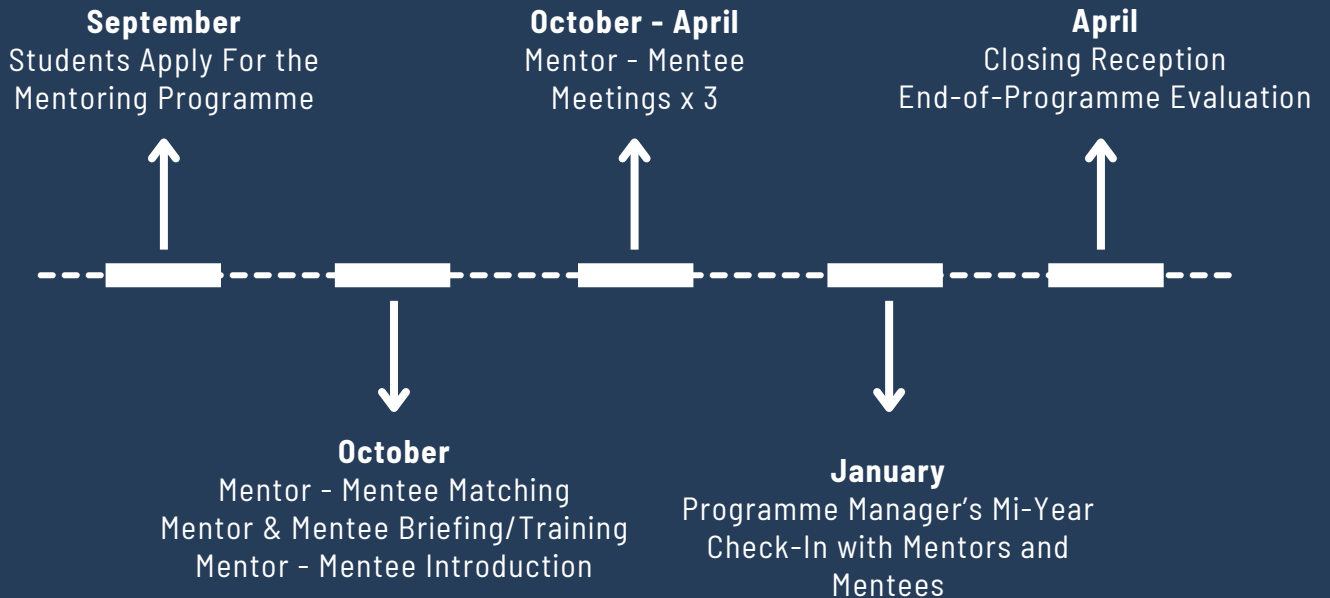
4. Creating Structured and Actionable Mentorship Plans

A well-structured mentorship plan provides a roadmap for the mentorship journey, outlining the steps and milestones needed to achieve the set goals. This plan acts as a guide for both mentor and mentee, ensuring that they stay on track and make steady progress.

Example Plan Structure:

- **Initial Meeting:** Establish rapport, discuss expectations, set preliminary goals. This meeting sets the tone for the entire mentorship relationship.
- **Regular Check-ins:** Weekly or bi-weekly meetings to review progress, adjust goals. Regular interactions help in keeping the mentee motivated and focused.
- **Midpoint Review:** Assess progress, address challenges, refine goals if necessary. This review ensures that any issues are addressed timely, and the goals remain relevant.
- **Final Evaluation:** Review achievements, discuss future steps. Celebrating accomplishments and planning the next steps provides closure and direction for future growth.

Mentorship Plan Timeline



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Activity:

- **Mentorship Plan Development:** Create a detailed mentorship plan for a hypothetical mentee. This exercise will help in understanding the components and importance of a structured plan.

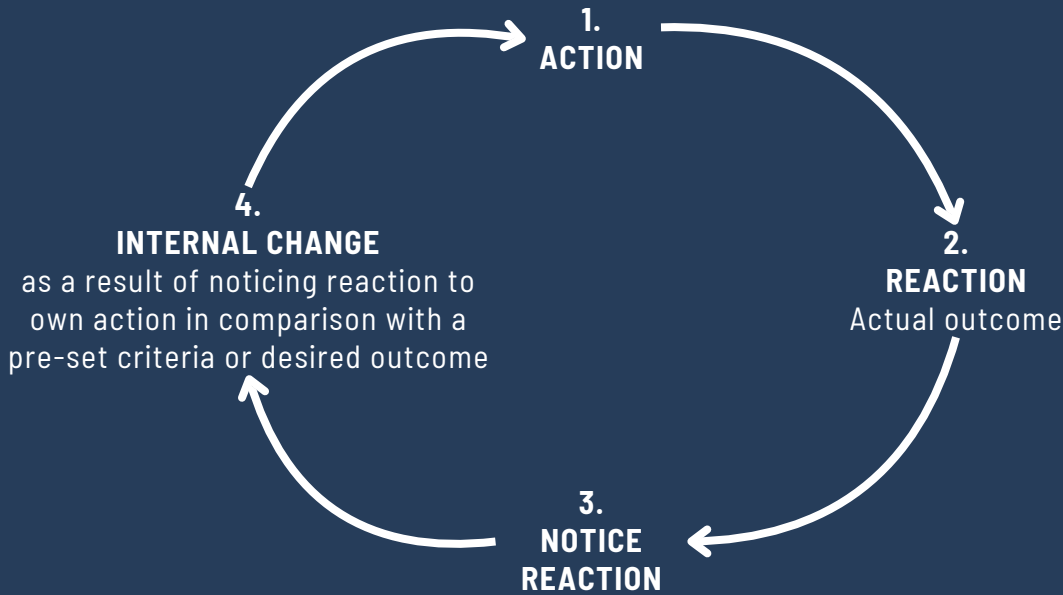
5. Providing Continuous Support and Constructive Feedback

Ongoing support and feedback are crucial for the mentee's development. Constructive feedback should be specific, actionable, and delivered in a supportive manner.

Feedback Techniques:

- **Positive Reinforcement:** Acknowledge and praise the mentee's achievements and efforts. This boosts confidence and encourages continued effort.
- **Constructive Criticism:** Provide specific suggestions for improvement without being overly critical. This helps the mentee understand areas of improvement and how to address them.
- **Balanced Approach:** Combine positive feedback with areas for improvement. This balanced feedback approach ensures that the mentee feels supported and motivated.

Diagram: Feedback Loop



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Activity:

- **Feedback Practice Session:** Practice giving and receiving feedback in pairs. This activity helps in refining feedback skills and understanding its impact.

6. Regularly Reviewing and Evaluating Progress

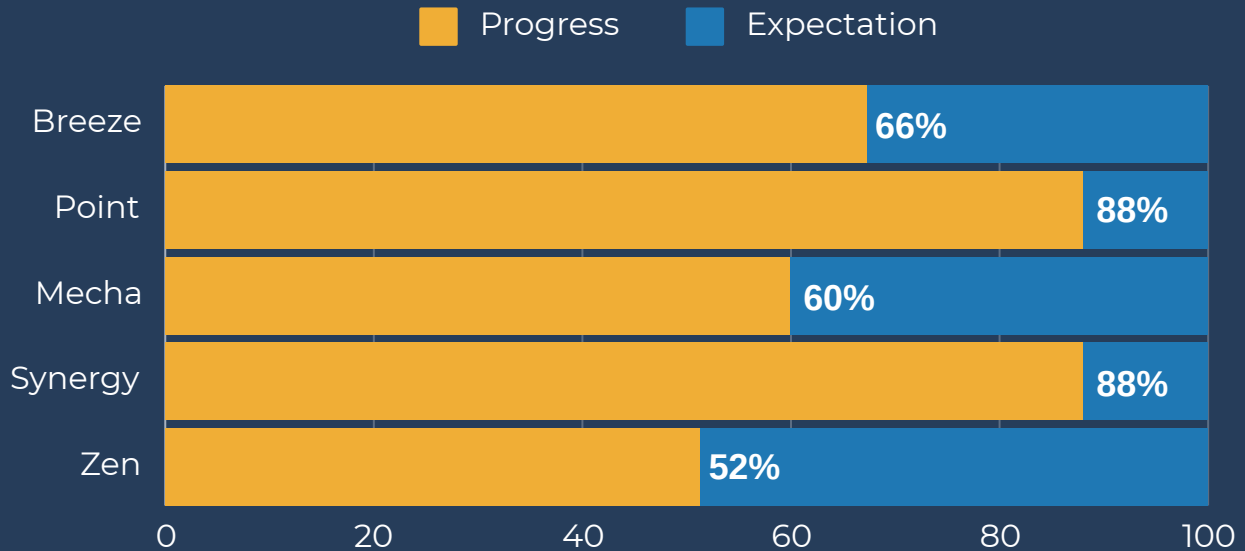
Regular reviews ensure that the mentee stays on track and helps identify areas that may need adjustment. It also provides an opportunity to celebrate achievements and make necessary changes to the mentorship plan.

Evaluation Metrics:

- **Progress towards Goals:** Measure the mentee's progress against the set goals. Regular assessments help in keeping the mentee focused and motivated.
- **Skill Development:** Assess improvements in specific skills or competencies. This helps in identifying strengths and areas needing further development.
- **Satisfaction Levels:** Regularly check in on the mentee's satisfaction with the mentorship process. This ensures that the relationship remains positive and productive.

Progress Tracking

Projects Progress Analysis



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Activity:

Progress Review Meeting: Simulate a progress review meeting to practice evaluating and discussing progress. This helps in understanding the importance of regular assessments.

7. Recognizing and Celebrating Milestones and Achievements

Celebrating achievements motivates the mentee and reinforces positive behaviors. Recognition of milestones provides a sense of accomplishment and encourages continued effort.

Ways to Celebrate:

- **Public Recognition:** Acknowledge achievements in meetings or through company communications. This highlights the mentee's efforts and achievements to a broader audience.
- **Personal Praise:** Send a personal note or verbal praise highlighting the mentee's progress. Personal recognition can be very motivating.
- **Rewards:** Consider small rewards such as certificates, badges, or professional development opportunities. Tangible rewards can provide additional motivation.



Activity:

Milestone Celebration Planning: Plan a celebration event for a hypothetical achievement. This exercise helps in understanding the impact of recognition and celebration.



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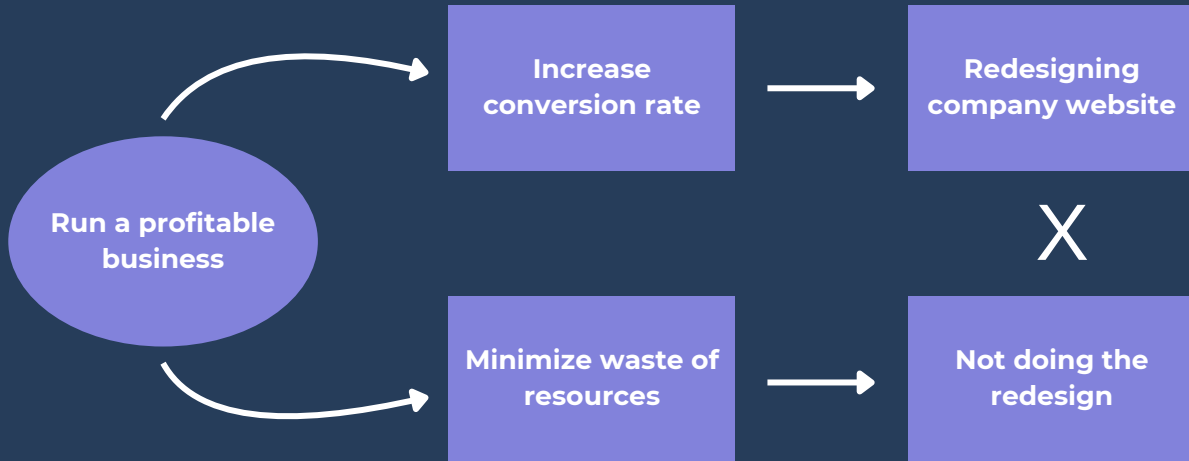


8. Addressing and Overcoming Common Mentorship Challenges

Mentorship relationships can face various challenges, including communication barriers, differing expectations, and conflicts. Addressing these challenges effectively ensures a positive and productive mentorship experience.

Conflict Resolution Strategies:

- **Open Dialogue:** Encourage open and honest communication to address issues early. This helps in resolving conflicts before they escalate.
- **Mediation:** Involve a neutral third party if necessary to facilitate resolution. Mediation can help in finding mutually agreeable solutions.
- **Adaptability:** Be willing to adjust the mentorship approach as needed. Flexibility ensures that the mentorship remains effective despite challenges.



Activity:

Conflict Resolution Role-Play: Engage in role-playing scenarios to practice conflict resolution strategies. This activity helps in developing skills to handle real-life conflicts.



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9. Applying Mentorship Principles in a Simulated Environment

Simulations and case studies provide practical experience and enhance learning. Applying mentorship principles in a controlled environment helps mentors develop and refine their skills.

Case Study Example:

- **Scenario:** A mentee struggling with time management.
- **Action Plan:** Implement a time-tracking tool, set clear priorities, and provide regular feedback. This case study helps in understanding practical application of mentorship principles.

Activity:

- **Case Study Analysis:** Analyze case studies and develop action plans. This exercise helps in applying theoretical knowledge to practical scenarios.



9. Planning for Ongoing Development and Improvement

Continuous improvement ensures the long-term success of both the mentor and the mentee. Regular self-assessment and professional development are key to effective mentorship.

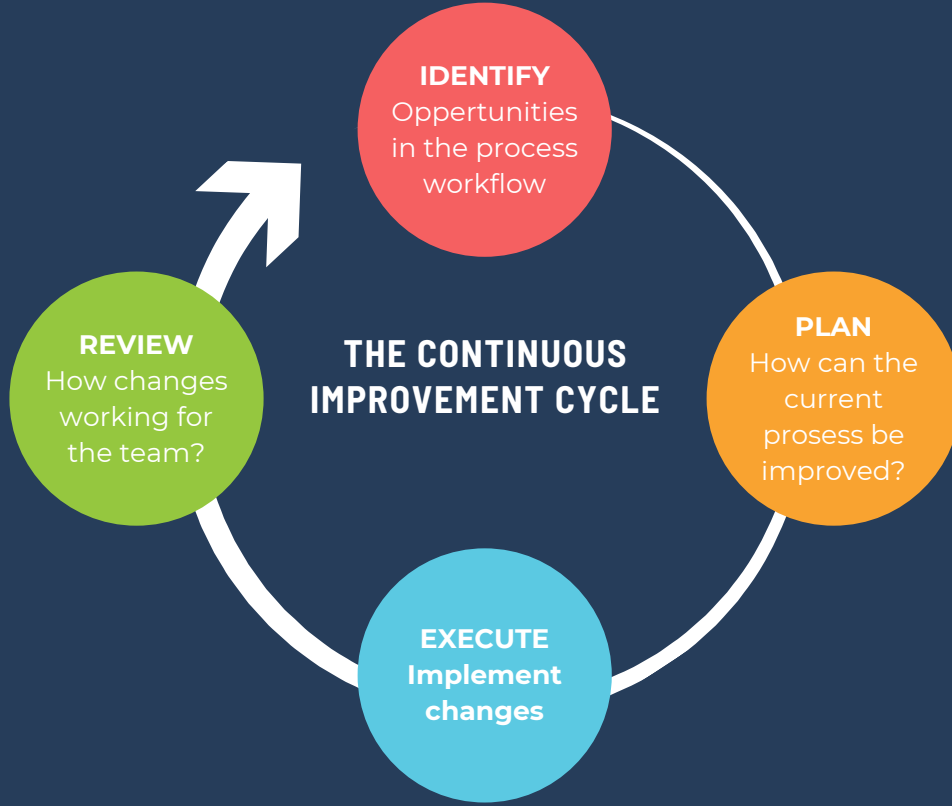
Development Plan Components:

- **Self-Assessment:** Regularly evaluate your mentoring skills and seek feedback. This helps in identifying areas for improvement.
- **Training Opportunities:** Attend workshops or seminars to enhance your mentorship abilities. Continued learning ensures that mentors stay updated with best practices.
- **Peer Learning:** Engage with other mentors to share experiences and best practices. Peer learning provides new perspectives and ideas.



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Activity:

- **Development Plan Creation:** Create a personal development plan for mentorship skills. This exercise helps in planning for continuous improvement and growth.

By focusing on these key elements and strategies, mentors can create effective and transformative mentorship relationships. This module provides a comprehensive guide to building a successful mentorship program, ensuring both mentors and mentees achieve their full potential.



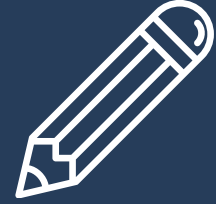
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LEARNING ACTIVITIES

ACTIVITY 1: SELF-REFLECTION JOURNAL



Objective: Develop self-awareness and understand personal biases and assumptions.

Instructions:

1. Start a Journal:

- Create a journal dedicated to your mentorship journey. This can be a physical notebook or a digital document.

2. Daily Reflection:

- Spend 10-15 minutes each day reflecting on your experiences, thoughts, and feelings about mentorship. Focus on the following prompts:

- ➔ What new insights have I gained about myself and my mentorship style today?
- ➔ What biases or assumptions did I notice in myself during interactions with my mentee?
- ➔ How did I handle a challenging situation, and what could I do differently next time?

3. Weekly Summary:

- At the end of each week, write a summary of your reflections. Identify any patterns or recurring themes. Consider how these insights can help you improve your mentorship approach.

4. Action Plan:

- Based on your reflections, create an action plan for the upcoming week. Set specific goals to address identified biases, enhance your communication skills, or improve your mentorship techniques.

Expected Outcome: By maintaining a self-reflection journal, learners will develop a deeper understanding of their own mentorship style, recognize personal biases, and identify areas for improvement. This activity fosters continuous self-awareness and personal growth.



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ACTIVITY 2: SMART GOALS SETTING EXERCISE

Objective: Learn to define and align SMART goals for the mentorship process

Instructions:

1. Choose a Personal Development Goal:

- Select an area of personal or professional development you want to focus on. This could be improving communication skills, time management, or learning a new competency.

2. Define Your SMART Goal:

- Write your goal using the SMART criteria:

➔ **Specific:** Clearly define what you want to achieve.

➔ **Measurable:** Determine how you will measure progress and success.

➔ **Achievable:** Ensure the goal is realistic and attainable.

➔ **Relevant:** Make sure the goal is relevant to your personal or professional development.

➔ **Time-bound:** Set a deadline for achieving the goal.

3. Example:

- **Specific:** Improve my public speaking skills.
- **Measurable:** Deliver at least three presentations to small groups and receive feedback.
- **Achievable:** Attend a public speaking workshop and practice weekly.
- **Relevant:** Enhancing public speaking skills is crucial for career advancement.
- **Time-bound:** Achieve this within three months.

4. Create an Action Plan:

- Outline the steps you need to take to achieve your SMART goal. Include milestones and deadlines.

5. Track Progress:

- Regularly review and update your progress. Adjust your action plan as needed to stay on track.

6. Reflection:

- At the end of the time period, reflect on your experience. What did you achieve? What challenges did you face? How can you apply this learning to your mentorship practice?

Expected Outcome: By completing the SMART goals setting exercise, learners will gain practical experience in defining clear and actionable goals. This skill is crucial for guiding mentees effectively and ensuring their development aligns with the goals set during the mentorship process.



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EVALUATION QUESTIONS



Please provide 5 evaluation questions for the learners to check their learning. You can use multiple choice questions, True-False questions but please avoid using open ended questions.

1. Multiple Choice:

Question: Which of the following is NOT a component of a SMART goal?

- a) Specific
- b) Measurable
- c) Achievable
- d) Time-bound
- e) Subjective

Answer: e) Subjective

2. True or False:

Question: Building rapport and establishing trust are essential elements for a successful mentorship relationship.

Answer: True

3. Multiple Choice:

Question: What is the primary purpose of setting SMART goals in a mentorship program?

- a) To ensure the mentee follows the mentor's instructions exactly
- b) To provide a clear and structured path for achieving specific outcomes
- c) To create competition between mentees
- d) To measure the mentor's effectiveness

Answer: b) To provide a clear and structured path for achieving specific outcomes



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4. True or False:

Question: Empathy and active listening are critical skills for a mentor to develop open and honest communication with their mentee.

Answer: True

5. Multiple Choice:

Question: Which of the following strategies is effective for providing constructive feedback to a mentee?

- a) Giving only positive feedback to avoid discouragement
- b) Providing vague feedback to encourage independent thinking
- c) Offering specific, actionable suggestions for improvement
- d) Criticizing the mentee's work without offering solutions

Answer: c) Offering specific, actionable suggestions for improvement



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EXTERNAL READING

In this section, you can provide extra learning materials for the learners.

- ❖ Zachary, L. J. (2011). *The Mentor's Guide: Facilitating Effective Learning Relationships*. San Francisco, CA: Jossey-Bass.
- ❖ Sandberg, S. (2013). *Lean In: Women, Work, and the Will to Lead*. New York, NY: Alfred A. Knopf.
- ❖ Zuckerberg, M. (2020). How to be a great mentor. *Harvard Business Review*. Retrieved from <https://hbr.org/2020/05/how-to-be-a-great-mentor>
- ❖ Garvin, D. A., & Margolis, J. D. (2015). The art of giving and receiving advice. *Harvard Business Review*. Retrieved from <https://hbr.org/2015/01/the-art-of-giving-and-receiving-advice>
- ❖ Ragins, B. R., Kram, K., & Garud, R. (1991). Mentoring and career satisfaction. *Journal of Management*, 27(3), 291-317. doi:10.1177/014920639102700303
- ❖ Hall, D. T., & Kram, K. E. (1985). The role of mentoring in career development. *Academy of Management Journal*, 28(2), 454-470. Retrieved from <https://www.jstor.org/stable/258135>
- ❖ Coursera. (n.d.). Mentoring others. Retrieved from <https://www.coursera.org/learn/mentoring-others>
- ❖ LinkedIn Learning. (n.d.). Developing a mentoring program. Retrieved from <https://www.linkedin.com/learning/developing-a-mentoring-program>



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