

— HELP & GUIDES

Mentor guide

How to mentor young Kokanis on Kokani Connect: accept a mentee, offer meeting times, meet online and keep in touch.

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The latest version is always at kokaniconnect.com/help/mentor

Questions: info@kokaniconnect.com

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THE SHORT VERSION

- **Mentoring is free.** You give an hour or two a month; never ask a mentee for money.
- **Our team matches you** with a mentee who fits your experience. You accept or decline on the site.
- **You offer the times**, each with your own Zoom, Google Meet or Teams link. Your mentee asks for one and you confirm it.
- **Everything stays on Kokani Connect.** Nobody sees your email or phone number, and you don't see theirs.

1 Offer to mentor

- 1 Sign in, open **Mentorship & youth** and choose **Be a mentor**.
- 2 Fill in **About you** (country, city, field and languages) and **Your experience**: current or last role, years of experience, the help you can give, and how many people you can mentor at a time.
- 3 Tick the confirmation and click **Send**.

Your experience

Current or last role *

e.g. Finance Manager, Riyadh

Years of experience *

Choose...

Help you can give
(optional)

☐

Career direction

☐

CV and interview help

☐

First job abroad

☐

Higher studies

☐

Starting a business

How many people at a
time (optional)

1

Only our team sees these details. Nothing here is shown on the site.

Our team checks every mentor and emails you when you are approved. You can then add your available times in **My mentoring** (in the account menu).

2 Accept a mentee

When we match you, you get an email and a yellow card in My mentoring. It shows the mentee's first name, where they are now, what they would like help with, their languages and their message.

NEW MENTEE REQUEST · PLEASE REPLY WITHIN 2 DAYS



Arif

Early career (0–3 years) · Finance · India

Career direction

English, Konkani

“Two years in a CA firm; not sure whether to do CFA or MBA.”

Accept Arif

Decline

Sent 1 day ago. We send a reminder after 1 and 2 days.

- Click **Accept**, or **Decline** if you can't help right now. Please reply **within 2 days**.
- We send a reminder after 1 and 2 days. After that our team may choose another mentor.
- You see first names and backgrounds only. Contact details are never shared.

3 Offer meeting times

In **My available times**, add times you can meet:

- 1 Pick the **date**, **start time** and **length**. Times are in your time zone (shown above the form).
- 2 Choose **Repeat**: just once, or the same time every week for up to 8 weeks.
- 3 Paste your **meeting link** (Zoom, Google Meet, Microsoft Teams, Webex, Whereby or Jitsi, starting with https://).
- 4 Click **Add time**.

My available times

Add times you can meet (Riyadh time). Mentees you have accepted can ask for one; you confirm each booking.

Fri 16 Oct · 4:00–4:45 pm

zoom.us

REQUESTED

Fri 23 Oct · 4:00–4:45 pm

zoom.us

OPEN

[Remove](#)

Fri 30 Oct · 4:00–4:45 pm

zoom.us

OPEN

[Remove](#)

Date

mm/dd/yyyy



Start time

--:--:--



Length

45 minutes



Repeat

Just once



Meeting link (Zoom, Google Meet, Teams...)

https://

The link is shown only to the mentee who booked, through the Join button on this page, from 10 minutes before the start. It is never emailed.

Add time

- Times must be at least an hour ahead. You can have up to 40 open times; remove any you no longer need.
- Your link is shown only to the mentee who booked, through the Join button, from 10 minutes before the start. It is never emailed.

4 Confirm a booking

When your mentee asks for one of your times, you get an email and a **Booking to confirm** card.

BOOKING TO CONFIRM

Fri 16 Oct · 4:00–4:45 pm

Riyadh time. Hiba sees 6:30 pm India time.

HIBA ASKED FOR THIS TIME

Confirm session

Can't make it

If it isn't confirmed before the start, the booking is cancelled and your mentee can choose another time.

- **Confirm session:** we tell your mentee.
- **Can't make it:** your mentee is asked to choose another time.
- If you don't confirm before the start, the booking is cancelled and your mentee can choose another time. We remind you after 12 hours.

5 Meet

Your sessions are listed under **Sessions**. We remind you both 24 hours and 1 hour before. **Join session** appears 10 minutes before the start.

Sessions

Wed 7 Oct · 8:49–9:34 am

with Hiba · Zoom · Riyadh time · Hiba sees 11:19 am India time

You said: we met

Tue 13 Oct · 8:54–9:39 am

with Hiba · Zoom · Riyadh time · Hiba sees 11:24 am India time

Join session

Cancel

- Can't make it? Click **Cancel** a few hours before, so your mentee knows. They can ask for another time.
- The day after, we ask you both whether you met. Tick **We met** or **We didn't meet**; it helps our team see how things are going.

6 Messages

Messages with Hiba

Thank you for Tuesday. I have updated my CV summary as you suggested.

Hiba · Tue 13 Oct, 8:49 am

Good. Bring it to our next session and we will go through it line by line.

You · Tue 13 Oct, 8:49 am

Write a message...

Send message

Messages are private between you and your mentee, but the Kokani Connect team can read them to keep everyone safe. Phone numbers, emails, links and social handles are hidden automatically.

► Report a problem

- Use messages to agree topics, share feedback on a CV, or ask for a different time.
- Phone numbers, emails, links and social handles are hidden automatically. Please don't try to move the conversation elsewhere.
- Our team can read messages to keep everyone safe. Use **Report a problem** if something is wrong.

7 Your mentees and places

My mentees lists the people you mentor and how many places you have free. We only send new requests when you have a free place.

My mentees

You take up to 2 at a time. 0 place(s) free.



Hiba

Graduate looking for a first job · Finance

When a mentorship has done its job, or you need a break, email info@kokaniconnect.com. Our team marks it finished or pauses new requests for you.

8 Being a good mentor

- In the first session, agree what your mentee wants to achieve and how often you will meet.
- Listen first. Share your own experience, including mistakes; it helps more than general advice.
- Give small next steps after each session, and check them next time.
- Be on time, and cancel early if you must.
- Mentees are 18 or over. Keep the relationship professional, and meet only through Kokani Connect.

9 Questions

What if my mentee stops replying?

Send a short message. If you hear nothing for two weeks, email us; we will check in with them and may close the match.

Can I mentor more than one person?

Yes, up to the number of places you chose. Email us to change it.

Can I meet my mentee in person?

Most mentoring happens online. If you both want to meet for a coffee, agree it in messages and meet in a public place.

How long does a mentorship last?

Usually a few months, until the goal you agreed is reached.

Still need help? Email info@kokaniconnect.com or use the [Contact page](#). We reply within 2 working days.