



Mentor Leadership Roles and Best Practices

Presented by



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&



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OUR OBJECTIVES

After today, mentors will:

- Better understand the Pitch Scrub Facilitator and Lead Mentor roles
- Have clarity about, and be more comfortable with, the Pitch Scrub Facilitation Process
- Sign up to be a Pitch Scrub Facilitator on a future Doodle
- Know where to get resources and support
- Share continued feedback about process iterations

AGENDA

1. Introduction & Objectives (by Howard)
2. The Need: More Leaders & Pitch Scrub Process Updates
3. Two Leadership Roles – Clarifications & Opportunities
4. Two Process Updates
5. Pulling It All Together: Role & Responsibility Overviews
6. How to Get Started
7. Post-session Mentor Surveys (by Hayme)
8. Q & A

THE NEED

The Venture Mentoring Team has grown, and with it, our need for Pitch Scrub Facilitators and Lead Mentors.

With today's virtual environment and our growth, we have larger mentoring teams for Pitch Scrubs.



Introducing
two key roles and two new steps
to the Pitch Scrub process

- 12 to 15 mentors providing feedback is overwhelming for even the most battle-tested founders
- Founders, Mentors, and VMT Leadership have all expressed concerns about the effectiveness of the current format

TWO LEADERSHIP ROLES **PITCH SCRUB FACILITATOR & TEAM LEAD MENTOR**

Facilitators & Lead Mentors are an important part of each founder's experience and serve as ambassadors for the VMT.

These roles also provide important benefits to mentors:

- An enhancement of why we joined the VMT
- Greater opportunity to engage with and contribute to founders' success
- Provide important development and safety net for founders
- Appreciation and recognition from fellow mentors
- Manage the energy, pulse, tone, and shape of conversation during each session, gathering feedback in post-session debriefs
- The richest possible VMT experience

Socializing ● **Skill Building** ● **Collaboration** ● **Altruism** ● **Personal Learning**

TWO LEADERSHIP ROLES

AN OPPORTUNITY TO SERVE AS PITCH SCRUB FACILITATOR, LEAD MENTOR, OR BOTH

Pitch Scrub Facilitators

- Prepare the founder for their pitch scrub, facilitate the scrub, lead post-session mentor debrief, and work with interested mentors to identify core team (including Lead Mentor)
- Opportunity to Co-Facilitate to reduce time commitment, increase engagement and participation
- Not expected or required to serve as Lead Mentor (though welcomed!)

Lead Mentors

- Facilitate team mentoring meetings, manage mentors' "floor time", and lead post-session debriefs
- Work with founder to determine goals and timeline
- Optimize mentoring team size and capabilities coverage in partnership with VMT Coordinator

**Neither are responsible
for admin:**

- Dina manages Doodle, Calendar Invites, Gathering/Sending Info from Founders to Facilitator
- Founders responsible for additional calendaring, taking and distributing notes, etc.

TWO PROCESS UPDATES

To improve the process for founders and mentors, there are new/two updated steps:

1. Pre-scrub Selection
2. Pre-scrub 1:1 Meeting with the Founder & Pitch Scrub Facilitator
3. Pitch Scrub
4. 1st & 2nd Team Meetings
5. Mentor Selection Process
6. Team Mentoring

PRE-SCRUB 1:1 MEETING

We're adding a 1:1 with our Pitch Scrub Facilitator and Founder to:

- Better build relationship with our founders
- Help our founders come to the pitch scrub better prepared
- Improve the process for our mentors

This is a short <1 hour check in to review the VMT, the scrub process, the startup's needs and goals, and optional pitch deck walk through.

MENTOR SELECTION PROCESS

We're refining the mentor selection process to:

- Better address our founders' individual needs and desires for number, type, and skill-based mentors
- Provide more flexibility to mentors to on and off-board mentorship teams

This is to ensure the founder has the mentor skill sets that they need on the team and ensure mentors have an opportunity to participate with companies/industries that they know and those that they would like to learn.

PITCH SCRUB FACILITATOR

Partner to the Founder



Time Commitment

Initiation | 1 Hour

Pitch Scrub | 2 Hours



Founder's Responsibilities

Review Welcome to VMT
Message

Schedule All Meetings
(Doodles)

Take & Distribute
Meeting Notes

ROLE ACTIVITIES

Initiation | 1 Hour

- Research startup
- Reach out to founder; schedule 1:1
- Meet with founder to review VMT, scrub process, startup's needs, and optional pitch deck walk through

Pitch Scrub | 2 Hours

- Facilitate pitch scrub
- Lead mentor to assign next step actions for founder
- Email pitch scrub outcome to VMT's Startup Coordinator
- Work with interested mentors to determine core mentoring team, including Team Lead Mentor
- Startup will only be accepted if there is a Team Lead Mentor
- ***There is no expectation that the Pitch Scrub Facilitator will be the Team's Lead Mentor***

Pitch Scrub Facilitator Resources

- Lead Mentor Overview Deck
- Code of Conduct
- Pitch Scrub Email to Founder
- Core Slide List

TEAM LEAD MENTOR

Partner to the Founder



Time Commitment

Pre-Session | < 15 Minutes



Founder's Responsibilities

Schedule All Meetings
(Doodles)

Prepare & Distribute
Meeting Agendas

Take & Distribute
Meeting Notes

ROLE ACTIVITIES

Pre-Session | < 15 Minutes

- Reminder to Founder to send the agenda if not received 1 week prior to the session

TEAM LEAD MENTOR

Partner to the Founder

Time Commitment

Kick-Off | 2 Hours

Steady-State | 2 - 4 Hrs/mo

Founder's Responsibilities

Schedule All Meetings
(Doodles)

Prepare & Distribute
Meeting Agendas

Take & Distribute
Meeting Notes

ROLE ACTIVITIES

Kick-Off | 2 Hours

- Follow VMT Lead Mentor's Best Practices
- Facilitate first two team mentoring meetings
- Support founder in selecting mentors as needed, communicating selection to mentors
- Identify and work with VMT Coordinator to recruit additional mentors based upon startup's needs

Steady-State | 2 - 4 Hours / Month

- Facilitate team meetings
- Work with founder to determine goals and timeline (founder to schedule next meeting while on call with mentors)
- Recruit additional mentors and make connections as needed
- Ability to step back or down when desired (reach out to Bob Nelson for support finding replacement)

Team Lead Mentor Resources

- Lead Mentor Overview Deck
- Code of Conduct
- Core Slide List

TEAM LEAD MENTOR

Partner to the Founder



Time Commitment

Post-Session | 0 - 1 Hour



Founder's Responsibilities

Schedule All Meetings
(Doodles)

Prepare & Distribute
Meeting Agendas

Take & Distribute
Meeting Notes

ROLE ACTIVITIES

Post-Session | 0– 1 Hour

- Support founder in selecting mentors, as needed
- Identify and work with VMT Coordinator to recruit additional mentors based upon the Founder's needs
- Manage mentors floor time
- Update VMT Status Worksheet Monthly
- Reminder to Founder if notes and next meeting invitation not received within 1 week after the session
- *Lead Mentors can step back or down when desired (reach out to Bob Nelson for support finding replacement)*

HOW TO GET STARTED IN LEADERSHIP

- After rigorous vetting, you were selected as a VMT mentor for your leadership capabilities and experience.
 - All VMT Mentors are Pitch Scrub Facilitator and Lead Mentor-ready and will receive all of the support they need.
 - Templates and training documentation can be found on the new Mentor Resource Center.
- Get started by facilitating a pitch scrub
 - Note your interest on the next Doodle
 - If you are nervous, ask for a “co-leader”
 - “The co-lead that never happened” - Bob

POST-SESSION MENTOR SURVEYS

Why we need them?

What we do with them?



Q & A



THANK YOU

FOR YOUR PARTICIPATION