



SPEED MENTORING

Overview

**Your complete guide to planning a successful
Speed Networking event, even if you've never
planned one before!**

**Easy, how-to steps for all Alumni chapter
volunteers to learn and utilize!**

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Introduction

Welcome to the World of Speed Mentoring

So you want to plan a Speed Networking event, but you're not quite sure where to begin? Well, you're in luck because this booklet will serve as your guide to hosting a meaningful event for students and alumni mentors.

Now some of you may be familiar with Speed Networking but for those of you who are not, let us explain. The idea of Speed Networking is similar to the increasingly popular, modern-day activity known as Speed Dating. The room is set-up so that an alumni mentor sits at a table with a group of three to six students. Questions are provided if students are unsure of what to ask mentors. After about 15 minutes (time can be determined based on how many mentors & students are in attendance), the mentors switch tables and students begin speaking with a new alumni mentor. You want the mentors to rotate versus the students as fewer people makes for a quicker transition. The time between mentors and students can be full of advice-giving, educational background, and career information or any other questions of interest. The goal is to have students meet with as many mentors as time permits to gain valuable insight into their future profession.

This event is informative and enjoyable and serves as a benefit for both students and mentors. Alumni enjoy the opportunity to share their wisdom and expertise with students without the long-term commitment of other mentoring programs. **This event is a onetime – 3-hour time commitment.** When selecting mentors, ask a few of your board members or professional network to assist you in recruiting individuals with significant information to share. Also, try to recruit a variety of people who vary in job positions, companies and even culture or background. Both new professionals and those who have been in the field for quite a while have unique perspectives to share. All mentors don't have to be CSUN graduates, just anyone passionate about connecting with our students. However, the benefit of using alumni is that it showcases to students how CSUN alumni have graduated and gone on to contribute greatly and succeed in their field.

Speed Mentoring Check-List

At least two months (or more) before the event date

- ___ Contact professors within your department and arrange the event around a specific class date and time. This way, students will definitely show up to the event. Be sure to get an approximate number of students the professor has in his/her class.
- ___ Confirm with Alumni staff about date/time/place of event & discuss details: room set-up, tasks, etc.
- ___ Distribute event flyers to students: give to the department office, professors and post within the student portal

Three weeks before

- ___ Send out sample confirmation email to mentors (this allows time if people cancel, to recruit further)
- ___ Provide Bridget with the mentors' names so she may arrange complimentary parking
- ___ Confirm with professors to get the approximate number of students who will be attending

Day of event

- ___ Arrive early to assist with set-up (1-2 hour before the event should be enough time!)
- ___ Greet mentors and students and assist alumni staff accordingly
- ___ Chapter members can assist with the check-in table by noting who attended the event, hand out nametags and sample question sheets.

Event Check List:

- Room reservations and room set up with tables and chairs
- Ordering and setting up food
- Bringing alumni membership forms and flyers for upcoming events
- Ordering necessary equipment such as podium or microphone
- Contacting parking services to provide mentors with parking permits
- Placing/creating directional signs
- Preprinted nametags and blank nametags for onsite registration
- Sign-in sheet for the professor to establish who attended for extra credit
 - Mata-Sync is another option (logs student attendance digitally)
- Thank you gift for alumni mentors

Post-event

- ___ Send thank-you email along with a link to images taken during the event.

Email template for recruiting Mentors in your Professional Network

Dear EOH Alumni:

The Environmental and Occupational Health Alumni Chapter is looking for a few volunteers to join them for **one night only** to help current EOH students explore career options in the field. Speed mentoring, which is set up similarly to the popular speed dating, pairs current professionals in the field like you, with CSUN students, in small groups. This opportunity allows students to pick your brain about career trends, the current job market, and new research in the field, the classes that best prepared you for the real world, and so much more. We know our alumni are the best prepared to share this information with our students.

We realize that most alumni are full-time working professionals so this volunteer time commitment has been structured to accommodate even the busiest of schedules. We need your help for about three hours on one night only; this is not a long-term student mentoring commitment.

Date: Wednesday, November 17

Time: 6:30 p.m. – Check-in & Dinner

7:00 – 8:30 p.m. – Speed Mentoring Sessions (mentors rotate every 15 minutes until all students have had a chance to meet all of the mentors).

8:30 – 9 p.m. – General Networking

Location: Oviatt Library, Ferman Presentation Room.

If you are available to participate in this event, please register online at www.csun.edu/alumni/events/2018eohmentoring. Complimentary CSUN parking permit and dinner will be included.

Sincerely,

[Board members name]

EOH Chapter Board Member

RECREATION AND TOURISM MANAGEMENT

SPEED MENTORING EVENT

Tuesday
April 3
6:30 p.m. - 9 p.m.

Reseda Room
Northridge Center

A First for RTM Majors

Learn from CSUN alumni who work in the field during the first mentorship event under the emerging RTM Alumni Chapter. Make connections, expand your network and find out the next steps to land a career and climb the ladder.

For more info: alumni@csun.edu
(818) 677-CSUN

RSVP:
csun.edu/alumni/events/RTMSpeedMentoring

CSUN | ALUMNI

Sample Thank You Email to Mentors

November 12, 2017

Dear Volunteer Mentor,

On behalf of the Health Administration Chapter, I would like to thank you for your time and participation at our November 4, 2017, Speed Mentoring Event. The event would not have been as beneficial for students without your professional insight, educational advice, and career tips.

I hope that you continue to remain an active participant not only in our chapter but within the CSUN Alumni Association as well. Through belonging to such a strongly connected group, you gain numerous personal and professional “perks.”

Your membership will help fund scholarships for Health Administration students and purchase “wish list” items for the department. And there will be intangible benefits too—the pride of contributing to the department’s reputation and connecting with former faculty and classmates. Also, you will be invited to attend professional development workshops as well as social mixers, both events allowing you to network; recruit for jobs and possibly be recruited.

You will receive discounts at our bookstore and fitness center and have access to borrowing books and utilizing the database system at the Oviatt Library. The Alumni Association also provides “special rates” for finance and insurance matters as well as offers exciting entertainment and travel opportunities. Stay connected to your alma mater and “in the know” with all the changes taking place at our university!

If you are interested in learning more about CSUN Alumni Association membership, please visit us online at <https://www.csun.edu/alumni/membership>. You can also call or email the alumni office at (818) 677-CSUN (2786) / alumni@csun.edu.

Thank you again for contributing to the success of our Speed Mentoring event! We look forward to seeing you at our next event!

Sincerely,

[Board members name]

Chapter President/Speed Mentoring Coordinator