Conflux Kick-off 1:1 Workshop

Welcome to the workshop session of the Conflux kick-off event 2026.

This workshop session contains the following themes:

- Book two meetings (5 min), page 1
- Mentoring Contract (15-20 min), page 2
- Goals & Objectives (15-20 min), page 5

If there are questions you have already addressed, such as goals & objectives, we recommend going over them again. Our structure might be slightly different than what you have already done and might uncover new thoughts.

1. Book Two Meetings

Goal: *Book the next two meetings with your partner.*

Estimated time: *5 minutes.*

Get a good head start on your mentoring relationship - book your next two meetings.

Don’t worry too much about the content of the meetings for now, you will discuss that in the last exercise on page 5.

2. Mentoring Contract

Goal: *Write a mentoring contract with the common agreements with your partner.*

Estimated time: *15-20 minutes.*

A mentoring contract is an agreement between you and your partner about how you are going to tackle this mentorship. Open a document or copy the template on page 4 so that you can write down your agreements. What goes into the mentoring contract is ultimately up to the two of you; but we recommend that you at least address the following questions.

- How often do we meet, and how long is the duration of our meetings?
- What days/times suit both of us best for our meetings?
- Where do we meet? Physically or virtually? At the office or cafés?
- Do we have an agenda for each meeting, and who is responsible for deciding it?
- How can we contact each other? Email, phone, call etc.?
- How do we follow up after meetings?
- How quickly do we expect to reply or give feedback?
- Should we keep a shared progress tracker (Google Doc, Notion page etc.)?
- What do we do if we don't uphold each other's agreements?
- What do we do if we find out it's not a match?

For inspiration, see the example of a mentoring contract from one of our pairs in the last round of the program on page 3.

The mentoring contract is also to avoid situations like these - please discuss how you would handle them:

- Your partner hasn't responded to your emails in a while, and you don't have a meeting in the calendar. What do you do?
- You and your partner have agreed to meet today at 1 pm. It's 1:05 pm, and still no response. What do you do?
- You've experienced multiple times that your partner shows up unprepared for meetings and hasn't done the things you agreed to do. What do you do?

Mentoring Contract - example

This is an agreement between:

Mentor name: Mentor's full name
Mentee name: Mentee's full name

We agree to:

1. We agree to meet once a month, except for during exam periods and holidays
2. It is the mentee's responsibility to book the next meeting.
3. The mentee will follow-up over email after each meeting, with an agenda for the next.
4. Each meeting will last about one hour, unless we agree otherwise.
5. The mentee is welcome to contact the mentor during business hours.
6. No matter what happens, we will have a final meeting, where we conclude on which objectives have been reached and how to reach the remaining, as well as discuss our relationship after the program
7. The focus of the meetings should be revolved around the objectives we have set
8. Meetings will be held at the mentor's workplace, and if not possible, on Teams
9. We agree that, if someone doesn't answer emails, we will take the initiative to maintain contact, or else contact the Conflux team

Mentoring Contract - template

This is an agreement between:

Mentor name:
Mentee name:

We agree to:

1.
2.
3.
4.
5.
6.
7.
8.
9.

3. Goals & Objectives

Goal: *Set the mentee's goals to focus on during the mentorship and clarify how the mentor can help.*

Estimated time: *15-20 minutes.*

In mentorships, it is crucial to have a common goal that you work towards. Otherwise, your meetings may go in the wrong direction, or you might not get the desired output from them. Aligning and expressing these goals helps you set expectations.

It's important to note that goals can vary a lot; some might have very specific things they want to achieve while others might be interested in gaining more general knowledge. This workshop will focus on aligning your goals, so you know what to focus on during the next half year.

Guiding Questions

Mentee

- Where do I see myself in five years?
  Imaging yourself five years into the future can give your mentor a better idea of the direction you want to go.

  What type of work would you like to be doing? What kind of industry are you working in? Are you a specialist or generalist? In Denmark or abroad? Big company or startup? How is your work/life balance?

- Results: What results do I want to achieve during the program? This could be landing a student position, deciding on a topic for your thesis, improving your GPA, getting promoted - tangible, measurable results.
- Skills: What skills do I wish to learn?

This could be improving your presentation or project management skills, your elevator pitch, becoming better at solving cases, acing job interviews, time management skills or becoming a better negotiator.

- Knowledge: What knowledge do I wish to gather?
  This could be to gain more understanding of the industry you want to enter, getting a better understanding of your own strengths and weaknesses, figuring out what kind of work environment would suit you the most, whether or not you would thrive as a specialist or as a generalist, or determining which field of subject to specialize in.

- Current objectives: What do I want to discuss with my mentor in our next sessions? Out of the things you just discussed is there anything particularly pressing that you want to work on during the first two sessions that you and your mentor just booked.

Mentor

- Personal level: How can I help my mentee achieve these goals on a personal level?
  In other words, how can you help provide clarity on your mentee's goals through your own experiences and stories, and the knowledge you've gathered during your professional years.

- Social level: How can I help my mentee on a social level?
  By social level, we mean network and connections. You might not be able to provide insight on everything - and that's okay. That's why it's important to consider how your network and connections can be used to step in on goals that you might not be able to help with.

- Structural level: What tools and frameworks do I know that can help? Books, courses, known personality tests, cases, articles - any outside knowledge that you might find relevant. If your mentee's goal is to get a better understanding of their professional profile, maybe doing a personality test and going through it together could be a starting point.