Conflux Kick-off Group Mentorship Workshop

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

This workshop session contains the following themes:

- Book two meetings (5–10 min)
- Mentoring Contract (20–25 min)
- Goals & Objectives (20–25 min)

If you have already addressed some of these questions, such as goals and objectives, we recommend going over them again. Our structure might be slightly different from what you have already done and might uncover new thoughts.

In this round, some mentors have more than one mentee. Throughout the workshop, "your group" means the mentor and all of their mentees.

1. Book Two Meetings

Goal: Book the next two meetings with your group.
Estimated time: 5–10 minutes.

Get a good head start on your mentoring relationship by booking your next two meetings.

With several people, finding a time that works for everyone can take a while. Pick dates now while you are all at the same table. If you can't settle it on the spot, agree on who will send out a scheduling poll (e.g. Doodle or When2meet) and by when.

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 for your group.
Estimated time: 20–25 minutes.

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

Meetings and format

- Will we meet as a group, one-on-one, or a mix of both? For example, a monthly group meeting plus one individual session for each mentee during the program.
- How often do we meet, and how long are our meetings?
- What days and times suit all of us best?
- Where do we meet? Physically or virtually? At the office or in cafés?
- Does a group meeting go ahead if one mentee can't attend? How does that mentee catch up?

Roles and responsibilities

- Who books meetings and sets the agenda? One mentee as coordinator, or do we rotate?
- How do we make sure every mentee's goals get time? Should each meeting focus on one mentee, or should we split each meeting between all mentees?
- Who writes the follow-up after each meeting, and how do we share it?

Communication

- How do we contact each other? A group chat, email or phone? What goes to the whole group, and what is one-on-one?
- How quickly do we expect replies or feedback?
- Should we keep a shared progress tracker, such as a Google Doc or Notion page?

Group dynamics

- What is shared in the group stays in the group. Do we all agree on confidentiality?
- How can mentees support each other between meetings?

- What do we do if someone doesn't uphold our agreements?
- What do we do if the group or the setup isn't working for someone?

For inspiration, see the example contract on the next page.

The mentoring contract is also meant to help you avoid situations like the ones below. Please discuss how your group would handle them:

- One mentee hasn't responded in the group chat or to emails for a while, and nothing is in the calendar. What do you do?
- You have agreed to meet today at 1 pm. It's 1:05 pm, and one or more people still haven't shown up or responded. What do you do?
- One member of the group repeatedly shows up unprepared or hasn't done what was agreed. What do you do?
- One mentee tends to take up most of the meeting time, while others get less attention. How do you make sure everyone benefits?

Mentoring Contract – example

This is an agreement between:

Mentor name: Mentor's full name
Mentee names: Mentee 1, Mentee 2, Mentee 3

We agree to:

1. Meet as a group once a month, except during exam periods and holidays. In addition, each mentee has one individual session with the mentor during the program.
2. The mentees take turns being responsible for booking the next meeting and sending the agenda.
3. The mentee responsible for the meeting follows up by email after it, with a short summary and an agenda for the next meeting.
4. Each group meeting lasts about 1.5 hours, and every mentee gets dedicated time to discuss their own goals.
5. Group meetings go ahead as long as the mentor and at least two mentees can attend. Anyone who misses a meeting catches up via the summary.
6. Mentees are welcome to contact the mentor during business hours. Questions relevant to everyone go in the group chat.
7. What is shared in the group stays in the group.
8. Meetings are held at the mentor's workplace, or on Teams if that's not possible.
9. If someone doesn't answer, we take the initiative to maintain contact, or else contact the Conflux team.
10. No matter what happens, we will have a final meeting. There, each mentee concludes on which objectives were reached and how to reach the remaining ones, and we discuss our relationship after the program.

Mentoring Contract – template

This is an agreement between:

Mentor name:

Mentee names:

We agree to:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

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3. Goals & Objectives

Goal: Set each mentee's goals for the mentorship, find the goals the group shares, and clarify how the mentor can help.
Estimated time: 20–25 minutes.

In mentorships, it is crucial to have clear goals to work towards. Otherwise, your meetings may go in the wrong direction, or you might not get the output you want from them. Expressing these goals helps you set expectations.

Goals can vary a lot. Some mentees have very specific things they want to achieve, while others are more interested in gaining general knowledge. In a group, this variety is a strength. Some goals can be worked on together, while others need individual attention.

Suggested structure:

1. **Individual reflection (5 min).** Each mentee answers the guiding questions below on their own. The mentor uses the time to reflect on the guiding questions on the last page.
2. **Sharing (10 min).** Each mentee briefly presents their goals to the group.
3. **Alignment (5–10 min).** Together, identify:
    a. shared goals that can be covered in group sessions
    b. individual goals that cannot be covered in group sessions
        i. How will you handle those?
        ii. Could they still be relevant for the group sessions?
    c. what to focus on in the two meetings you just booked

Guiding Questions

Mentees

- **Where do I see myself in five years?**
  Imagining 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 industry are you working in? Are you a specialist or a generalist?
    - In Denmark or abroad? At a big company or a startup?
    - How is your work-life balance?

- **Results: What results do I want to achieve during the program?**
  These are tangible, measurable results. Examples include landing a student position, deciding on a thesis topic, improving your GPA or getting promoted.

- **Skills: What skills do I wish to learn?**
  Examples include presentation or project management skills, your elevator pitch, solving cases, acing job interviews, time management and negotiation.

- **Knowledge: What knowledge do I wish to gather?**
  Examples include:
    - understanding the industry you want to enter
    - knowing your own strengths and weaknesses
    - finding the work environment that suits you
    - deciding whether you would thrive as a specialist or a generalist
    - choosing which field to specialize in

- **Current objectives: What do I want to discuss in our next sessions?**
  Is anything particularly pressing that you want to work on during the first two meetings you just booked?

- **Peer learning: What can I learn from, or offer to, the other mentees?**
  Do you share goals with anyone in the group? Do you have experience or skills that could help another mentee?

Guiding Questions

Mentor

- **Personal level: How can I help each mentee achieve their goals?**
  How can your own experiences, stories and the knowledge you've gathered during your professional years bring clarity to each mentee's goals?

- **Group level: Which goals can we work on together, and which need one-on-one time?**
  Look for overlaps between the mentees' goals that work well as group topics, such as a mock interview or a case exercise. Also consider which goals are personal enough to be better handled individually. Aim for each mentee to feel their own goals are getting attention.

- **Social level: How can I help my mentees through my network?**
  By social level, we mean network and connections. You might not be able to provide insight on everything, and that's okay. Consider how your network can step in on goals you can't help with yourself. With several mentees, an introduction can sometimes benefit more than one of them.

- **Structural level: What tools and frameworks do I know that can help?**
  These could be books, courses, personality tests, cases, articles or any other outside knowledge you find relevant. Many of these work well in a group. For example, everyone in the group could take the same personality test and then compare and discuss the results together.