

# fab CONNECT her

Future Female  
Innovators In STEAM



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## Virtual mentoring checklist for engagement

This activity helps you create a simple checklist to improve your communication in virtual mentoring sessions. By focusing on key behaviors—like greeting your mentee warmly, maintaining eye contact with the camera, and summarizing key points—you can make your sessions more engaging and supportive. Your checklist will serve as an easy guide to help you stay consistent and focused in every session.

## Process:

- 1. Make Your Checklist:** Think about things that make virtual sessions better. Include:
  - Before the session: Review your mentee's last update and remove distractions.
  - Starting the session: Greet them warmly and check how they're doing.
  - During the session: Listen actively, use open body language, and encourage them to share.
  - Ending the session: Summarize key points and set clear next steps.
- 2. Personalize It:** Add your own notes next to each item to make it work for you. For example:
  - Next to "greet warmly," write "Smile and say their name."
  - Next to "summarize key points," write "Mention one thing they did well."
- 3. Focus on a Few Items:** Pick 2-3 things to focus on in each session, like making better eye contact or asking more open-ended questions.
- 4. Use and Track Progress:** Keep your checklist nearby during sessions and check off what you did well. After the session, reflect on what worked and what you'd like to improve.

## Outcome:

This activity helps you develop cultural awareness and learn how to adjust your communication style to create an inclusive and supportive mentoring environment.



## Virtual mentoring checklist

### Before the session:

- E.g. Set up a distraction free space
- .....
- .....
- .....

### Starting the session:

- E.g. Establish a welcoming tone
- .....
- .....
- .....

### During the Session:

- E.g. Listen actively
- .....
- .....
- .....

### Ending the session:

- E.g. Summarize key points discussed
- .....
- .....
- .....

