

Week 1: Introductions

Writing your introductory letter to your mentor

In your first letter to your mentor, you will be introducing yourself. You can prepare for this by thinking about what you would like your mentor to know about you and what you would like to know about your mentor.

You can start by sharing a little about yourself, for example: your name and age, where you live, your family members, your current level of schooling/education, your interests and hobbies, the studies you would like to do in future and/or the work you would like to do in future.

Remember that you can share as much or as little as you want with your mentor. Do not share information that makes you feel uncomfortable.

If you feel comfortable, you can also share a photo of yourself (and your family) with your mentor.

If you need some inspiration as to what to say to your mentor to introduce yourself, why not ask a trusted member of your family or some close friends to help you by asking them how they would describe you?

In your introductory letter to your mentor, you can also share with your mentor what you expect from and hope to get out of the e-mentorship programme.

Feel free to use some of the suggested ideas below to help you draft your introductory letter:

- Your first name
- Your age
- Your date of birth
- The name of the city or town or village and country where you live -
- About your family
- About your current level of studies/schooling
- 3 words to describe yourself
- 2 values you live by in life
- What you like about where you live
- What you like about your culture
- A place you would like to visit

- What you would like to study in future
- What job you would like to have in future
- Anything else you wish to share with your mentor

Enjoy writing your introductory letter to your mentor!

Once you receive a reply from your mentor, you can proceed to week 2 of the programme. You'll find further information about week 2 of the programme in the "weekly topics" tab on your dashboard.

The Her Digital Skills e-Mentoring Team

Dear Mentee,

We hope this email finds you very well and that you enjoyed reading the introductory email from your mentor.

This week's topic will focus on goals and dreams. It's the perfect opportunity for you to share with your mentor some of your goals and dreams, be they professional or personal, and how you are working towards them.

To prepare for your weekly exchange of correspondence with your mentor, start by reflecting on the following questions:

- What do I want to achieve in my life? What goals and dreams do I have that make me feel excited and motivated?
- What do I want to achieve in terms of my studies and education, my work and career? How can I work towards achieving my goals and dreams?
- Where do I see myself in 2, 5 or 10 years' time?

To help you draft your letter to your mentor, we invite you to explore and make use of the resources and exercises on the following pages.

Wishing you a great week!

The Her Digital Skills e-Mentoring Team



How can you achieve your goals & dreams?

Have you ever heard of “SMART” goal setting? In order to achieve your goals, try to set

SMART goals, as defined below:

S - Specific: make your goal as specific as possibly by answering the questions who, what, where, when, how?

M - Measurable: specify measures that will help you track your progress and recognise whether you have succeeded or not.

A - Attainable: your goal must be achievable. If you set goals that are out of your reach, you will fail for sure. You also need to make sure that the goal is about you, and that you have control and power over the goal you want to achieve.

R - Realistic: keeping your goals realistic is crucial for your success. For example, your goal shouldn't be to become a professional football player if you have never played football before.

R can also be for Relevant: make sure that your goals are relevant to your own short- or long-term study/work, employment and life plans.

T – Time-based: specifying a date or deadline by when you plan to achieve a goal can be motivating and it will also help you track your progress towards your goal and assess what remains to be done to achieve your goal.

Example: I wish to study graphic design so that I can become a graphic designer and, in the future, set up my own graphic design company.

S = I (who) want to obtain my first graphic design diploma (what) by the end of 2021 (when) by completing a basic graphic design course (how) in my home city of Kathmandu (where).

M = I will measure my success by the number of hours of graphic design training I complete, successfully finishing the course and obtaining my first graphic design diploma.

A = I want to make sure that I can reach my goal and that it is not unachievable. I have had no graphic design training or experience before. This is why my first goal is to complete a beginner's graphic design course which is attainable.

R = It is realistic because I have already taken steps towards my goal: for example, I attended a Her Digital Skills workshop introducing me to e-commerce and the workshop

briefly discussed branding & design. At the workshop, I heard about some free training courses I could take. I then found a short beginner's graphic design course that is run by a local non-governmental organization, is free of charge and lasts 4 months. I have given myself an entire year to reach my goal. I am confident I can achieve this!

T = I have a set deadline – end of 2021 – which is realistic and achievable. Having this deadline is motivating! I'm determined to work towards my goal and achieve my first

Finding your dream & drive

If you are unsure of your goals & dreams, that is, what exactly your goals and dreams are, you may want to try doing the exercise below.

It can be an enjoyable exercise. The Japanese word “Ikigai” translates to “a reason for being”, or in other words, it represents having a direction or purpose in life and feeling motivated.

The chart on the next page represents the various components that make up your “Ikigai”. You can find yours by filling in the tables below the diagram.

HOW TO FIND YOUR IKIGAI?

A guide in three easy steps



STEP 1: Please write down anything that comes to mind for each category in the following table.

What I Love	What I am good at	What the world needs	What I can be paid for

--	--

STEP 2: For each of the next boxes in the following table, cross-reference the two listed categories from Step 1, and write down any similar ideas or themes.

If you have difficulties finding similarities, do not hesitate to take more time brainstorming in Step 1 before moving on to Step 2.

--	--

STEP 3: To find your Ikigai, cross-reference the four categories from Step 2, and write down any similar ideas or themes.

IKIGAI

Source: Protagonist, LLC 2020 -

https://www.reddit.com/r/ProtagonistLife/comments/gshlw1/free_ikigai_worksheet/

Additional resources you may wish to explore:

<https://www.smart-goals-guide.com/smart-goal-setting.html> (SMART goals)

<https://www.briantracy.com/blog/personal-success/smart-goals/> (SMART goals)

<https://www.careergirldaily.com/this-one-word-will-help-you-figure-out-your-lifes-purpose/> (Ikigai)

https://www.reddit.com/r/ProtagonistLife/comments/gshlwd1/free_ikigai_worksheet/

(Ikigai worksheet)

We invite you to scroll and listen to one or more of the *Girls and Women Talking Tech* Interviews by the EQUALS Global Partnership for Digital Gender Equality by following the link:

https://www.youtube.com/results?search_query>equals+girls+and+women+talking+tech



Week 3: Personal Strengths

Dear Mentee,

We hope your week is going well.

The 3rd week of the soft skills program focuses on “personal strengths”. It’s an opportunity to identify and develop your personal strengths. You can ask your mentor for advice about developing personal strengths. We invite you to explore the resources and activities below that are designed to help you identify your strengths. Hopefully, these resources and activities will serve as inspiration as you draft your weekly letter about personal strengths to your mentor.

As soon as you receive a reply from your mentor, do feel free to proceed to preparing

weekly topic 4 which you will find on your dashboard.

Enjoy!

The Her Digital Skills e-Mentoring Team

Week 3: Personal Strengths Worksheet

Everyone has talents. While some people are aware of their strengths, others are not fully conscious of the qualities, abilities and strengths they possess. Identifying and acknowledging personal strengths helps to build confidence and also to manage shortcomings or weaknesses.

It is useful to know what your own qualities, abilities and strengths are and also what your weaknesses are. This will help you to build your confidence and to improve your weaker points. It is also useful to be able to write and talk about your abilities and strengths, for example in job applications and job interviews.

It is not always easy to identify what your strengths and weaknesses are. One exercise you can do is to ask trusted close friends, family members and/or teachers what they think your qualities are.



Try doing the exercises below and exploring the additional resources.

Activity 1:

In the table below, circle the strengths that you think correspond to you.

STRENGTHS:

Confidence	Good at problem solving	Curious Dedicated Loyal	Trustworthy
------------	-------------------------	-------------------------	-------------

Good team player	Tolerant	Diplomatic Humble Patient	Realistic
------------------------	----------	---------------------------	-----------

Independe nt Collaborativ e Approachabl e Motivated

Friendly
Adaptable Flexible

Energetic Hardworkin g

Good at decision - making

Team player

Analytical Creative Artistic Dependable Dynamic Respectful 2



Sociable	Ambition	Optimistic Responsibl Productive e	Passio nat e
Committed	On time	Thinking outside the box Positive mindset	

In the table below, circle the weaker points that you think correspond to you and that you would like to improve.

WEAKNESSES:

Not good at listening	Always late Not good at dealing with problems Lacking confidence
-----------------------	---

Difficulty asking for help	Forgetful Not organized Stubborn
----------------------------	----------------------------------

Being too shy & Lazy Leaving projects Not reliable
struggling with public unfinished
speaking



Being too critical of other people & other people's work	Impatient Getting stressed easily Not taking initiatives
Being overwhelmed easily	Too competitive Too much procrastination Judgmental

Not able to commit well offended
to deadlines Always needing to
be right
Activity 2: Being easily
Not taking criticism

How do you think you can make use of your strengths?
In what ways do you think you can improve your weaknesses?

Activity 3:

Are there any other qualities or weaknesses you can think about?

Other resources you may wish to explore:

<https://www.thebalancecareers.com/personal-skills-list-2063763>

<https://www.indeed.com/career-advice/starting-new-job/strengths-at-workplace>

<https://www.thebalancecareers.com/resume-strengths-list-2063804> We invite you to

scroll and listen to one or more of the *Girls and Women Talking Tech* Interviews by the EQUALS Global Partnership for Digital Gender Equality by following the link:

https://www.youtube.com/results?search_query=equals+girls+and+women+talking+tech

4



Week 4: Problem-solving skills

Dear Mentee,

We hope you've had an enjoyable week!

The 4th week of the soft skills programme focuses on problem-solving skills. Developing problem-solving skills is crucial to manage and overcome difficulties that you may face on a daily basis, whether these difficulties are professional or personal. Problems we encounter in our daily lives and work can be of varying complexity and there isn't a single approach to solve all of them but developing a problem-solving mind-set will help you to better handle and resolve problems.

We invite you to explore the resources and activities below before you write to your mentor and as you reflect on this topic. In your letter to your mentor this week, you can ask your mentor about the tools and methods your mentor uses to navigate challenges, particularly professional challenges.

As soon as you receive a reply from your mentor, do feel free to proceed to preparing weekly topic 5 which you will find on your dashboard.

Please don't hesitate to contact us if you have any questions.

The Her Digital Skills e-Mentoring Team

Have you heard of this 7-step problem-solving technique? (read more here: <https://the-happy-manager.com/tips/problem-solving-steps/>)

STEP 1. Identify the problem

What is the problem? Why is it a problem?

STEP 2. Try to understand each person's point of view

How does person A see this? How does person B see this? Etc.

STEP 3. List the possible solutions



What are the different ways this problem can be solved?

STEP 4. Evaluate the options

What are the advantages and disadvantages of each solution? Which solution do you think is the best?

STEP 5. Select one (or more) solution(s)

Which solution(s) is/are the best and why?

STEP 6. Document the decision and implement the solution(s)

What actions need to be taken to solve the problem? What needs to be done?

STEP 7. Evaluate & Monitor

How will you know that the problem is solved? What do you need to check?

Exercise:

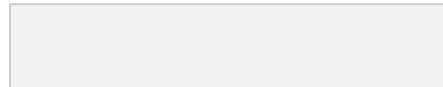
Apply the 7-STEP problem-solving technique to one of the scenarios below. Imagine you're a member of a team and you encounter the following problems:

- a. The leader of the team wants to do everything by him/herself. The leader is difficult to work with. Apply the 7-step problem-solving technique to try to come up with (a)solution(s).

- b. One team member is extremely reserved and shy and has difficulty speaking up. However, he/she has the greatest knowledge and experience to help achieve the goals your team are trying to reach. Apply the 7-step problem-solving technique to try to come up with (a)solution(s).
- c. Two of your team members do not get along. There are many hard feelings between the two and they refuse to communicate and work with one another. Apply the 7-step problem-solving technique to try to come up with (a)solution(s).

Try using the problem-solving organizer below:

2

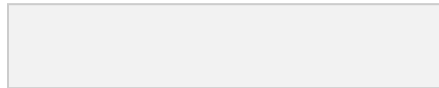


1 Problem	4 Evaluation of the options
2 Other points of view	
3 Options	
	5 Solution chosen

Additional Resources:

We invite you to scroll and listen to one or more of the *Girls and Women Talking Tech* Interviews by the EQUALS Global Partnership for Digital Gender Equality by following

3



the link:

https://www.youtube.com/results?search_query>equals+girls+and+women+talking+tech

Week 5: Time management

Dear Mentee,

We hope you are enjoying the programme and your exchanges of emails with your mentor!

This week focuses on time management. Time management is the process of organizing and planning how to divide your time between specific activities. Good time management skills are essential to reach one's set goals.

What are some of the methods that you use to effectively manage your time in your daily life, in your studies/or at work?

We invite you to explore the resources and activities below before you write to your mentor. In your letter to your mentor this week, you can ask your mentor about the methods and tools your mentor uses to manage their time effectively at work, and, in particular, when they have to manage a heavy workload and work to tight deadlines.

As soon as you receive a reply from your mentor, do feel free to proceed to preparing weekly topic 6 which you will find on your dashboard.

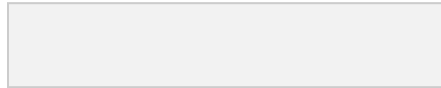
We wish you a great week!

The Her Digital Skills e-Mentoring Team

Time management tools:

- **Activity log** keep track of your activities every day. Recording your activities, and how long you spend on different activities, can help you understand how you manage your time, how you might be wasting time and how you might be able to be more productive.
- **To-do list** stay organised by making a list of all the things you have to do so you don't forget things.

1



-
- **Prioritize** try to organise your to-do list according to how urgent and important each task is. For example, you might start with an urgent piece of homework for an imminent deadline, or submitting a job application before a deadline, you might continue by planning your activities for your upcoming weekend and finally, you would finish with things that are not as important, such as relaxing by listening to some music.
 - **Scheduling** make sure you add all the things you have to do to your calendar to make sure your time is well organised and so that you don't forget anything or schedule two things at the same time.

Exercise 1:

In which category would you add the following tasks?

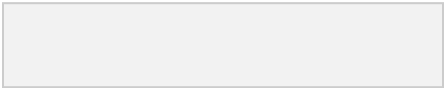
◇ Hang out with my friends ◇ Revise for an upcoming exam ◇ Wash the dishes ◇ Do my homework ◇ Attend classes ◇ Watch a movie ◇ Look for a job ◇ Pay the rent ◇ Buy a new piece of clothing ◇ Reply to an important email

<p>URGENT</p> <p><i>What are some of the things that you need to get done as soon as possible?</i></p>	<p>IMPORTANT</p> <p><i>What are some important things that you need to get done, but not right away?</i></p>	<p>IT CAN WAIT</p> <p><i>What are some things on your list that are not urgent or important and can wait a while?</i></p>

Do you use a productivity planner? Here’s an example of a productivity planner:

<u>TODAY</u>	Schedule
---------------------	-----------------

2



<p>“Do something today that your future self will thank you for.”</p> <div> <div></div> </div>	<p>7 AM:</p> <p>8 AM:</p> <p>9 AM:</p> <p>10 AM:</p> <p>11 AM:</p> <p>12 PM:</p> <p>1 PM:</p> <p>2 PM:</p> <p>3 PM:</p> <p>4 PM:</p> <p>5PM:</p> <p>6 PM:</p>
--	--

To-do list

7 PM:

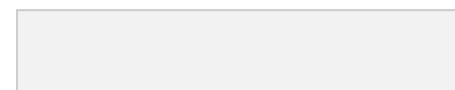
8PM:

9 PM:

Top Priorities	Notes
1.	
2.	
3.	

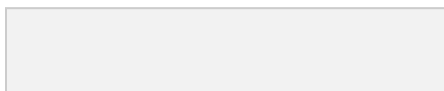
Additional resources you may wish to explore:

<https://www.nyu.edu/students/academic-services/undergraduate-advisement/academic-resource-center/tutoring-and-learning/academic-skills-workshops/time-management.htm>
<https://mcgraw.princeton.edu/effective-time-management>



We invite you to scroll and listen to one or more of the *Girls and Women Talking Tech* Interviews by the EQUALS Global Partnership for Digital Gender Equality by following the link:

https://www.youtube.com/results?search_query>equals+girls+and+women+talking+tech



Week 6: Leadership skills

Dear Mentee,

This week, you'll be discussing leadership skills with your mentor.

We all develop leadership skills over time and in a variety of ways. Leadership skills can be hard to define, and they can vary according to different situations, individuals, and contexts around the world.

We invite you to explore the resources and activities below before you write to your mentor. In your letter to your mentor this week, you may wish to ask what qualities your mentor thinks are required of a good leader.

We hope you enjoy this week's topic.

Don't hesitate to contact us if you have any questions.

Wishing you a great week!

The Her Digital Skills e-Mentoring Team

Exercise 1:

In your opinion, what does it mean to be a leader? What do you think the qualities and characteristics of a good leader are? Write your answers below.

1

Exercise 2:

Think about one or more great leaders you admire. The leader can be a famous historical figure, or a famous person today, or they can be someone at your school or college, or someone in your personal life (a friend or member of your family).

What are their qualities and skills? In your opinion, what makes them a great leader? Write your answer below.

Exercise 3:

Skills & traits of good leaders

Below is a list of some of the qualities that are commonly associated with good leaders. Read through the list. Can you think of any more qualities & skills that you can add to the list?

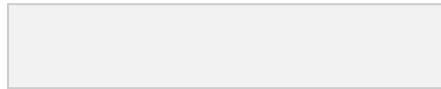
- Strategic Thinking

Developing a vision of what you want to achieve & where you want to be.

- Planning & Delivery

Planning how to achieve your vision & dealing with challenges along the way.

2



- People Management

Finding the right people & motivating them to work towards your vision.

- Change Management

Recognising, responding to & managing events that require changes to your plans to achieve your overall vision.

- Effective Communication

Communicating your vision effectively to others and listening to and learning from other people's ideas.

- Persuasion & Influence

Encouraging & motivating others to help you achieve your vision.

- Confidence

Great leaders cultivate their confidence. Nevertheless, they also know how to listen to others. They not only ask for feedback from other people but also reflect on it and apply it. Confident leaders acknowledge when they're wrong because they know that only through admitting mistakes can they move forward.

- Passionate

Great leaders are passionate about what is possible (and often about the people they serve).

- Curious

The world constantly evolves, and a great leader evolves with it. To lead, you have to be willing to continuously learn and grow.

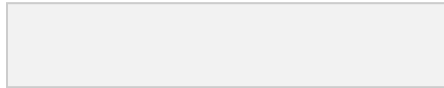
- Solution-oriented

A great leader knows how to turn problems and challenges into opportunities, weaknesses into strengths, and always finds a way forward when there is seemingly nowhere to go. How you look at the world is how you lead: if you look for opportunities, you will find them.

- Inspiration

Great leaders create a vision of the future that is vivid & compelling, and that motivates other people to want to join forces to achieve the same vision.

3



- Positivity

Leaders need to understand the power of having a positive mindset & look at every situation as a learning possibility.

- Creativity

Leaders often have to make decisions in situations where there is not always a clear answer: leaders need to be able to “think outside the box”, to be resourceful and innovative.

- Flexibility

Unforeseen events & challenges always arise. Leaders are able to be flexible and adapt, accepting and effectively managing whatever changes come their way.

Additional resources you may wish to explore:

<https://www.thebalancecareers.com/top-leadership-skills-2063782>

<https://www.indeed.com/career-advice/resumes-cover-letters/leadership-skills>

<http://www.careerexperts.co.uk/management-leadership/11-leadership-lessons-that-will-change-your-life>

<https://www.careergirls.org/video/become-a-leader/?back=1046>

<https://www.linkedin.com/learning/leadership-mindsets/improve-your-mindset-to-shift-your-work-experience>

We invite you to scroll and listen to one or more of the *Girls and Women Talking Tech* Interviews by the EQUALS Global Partnership for Digital Gender Equality by following the link:

4



Week 7: Teamwork

Dear Mentee,

We hope you are very well!

This week's topic of discussion with your mentor is teamwork.

Working as a team towards a common goal is a vital skill in most forms of employment. It contributes to a good work environment and it leads to more effective work. Like leadership skills, teamwork requires a whole set of skills such as good communication

skills, conflict-management and socializing skills, trust, effective listening, etc.

In preparation for your exchange of letters with your e-mentor, read through the tips below regarding successful teamwork and how to be a good team member and then do the exercises below.

Please don't hesitate to contact us if you have any questions.

Enjoy this week's topic!

The Her Digital Skills e-Mentoring Team

Tips for being a good team member

1. Be kind & communicate with your teammates respectfully. When you're interacting with teammates, always be polite and respectful. Make sure to use the words "please", "thank you", and "excuse me".
2. Use your active listening skills when your teammates are sharing their ideas and opinions.
3. Know that it's OK not to be the team leader. Being a supportive team member and follower is equally important!
4. Be reliable. Be a team member that the other team members can depend on. Make sure you do your part of the task or work.

-
5. Trust your teammates to do their part. Don't try to take on anyone else's responsibilities unless they ask for help.
 6. Contribute Ideas. Speak up & share your thoughts and ideas if you think you have an idea that can help your team.
 7. Compliment others on their strengths rather than criticizing them and talking about their weaknesses or what they're doing wrong.

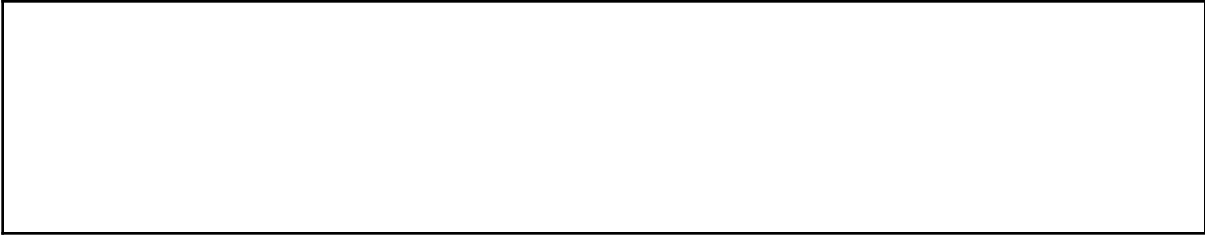
8. If you need to give criticism, make sure that it is constructive. Constructive criticism is when you're giving feedback in a kind way with the intention of helping the person to improve.
9. Remain positive, even when things aren't going well, and you feel like quitting. When a team isn't reaching its goal, it's easy slip into a negative attitude. Negative attitudes usually make things worse for the team. Achieving goals often requires overcoming challenges and persevering. Be a team member who perseveres and motivates and encourages her teammates.
10. Be flexible & collaborative. Every team will have a diversity of opinions, approaches and ideas and sometimes there will be challenges, changes, even conflict. Be flexible & collaborative. Welcome other people's viewpoints and cooperate to find optimal solutions to achieve your team's goals.

Exercise:

How would you define teamwork and why is it important?

What issues and obstacles have you encountered in the past while working in a team?

What do you think are the qualities of a good team player? In addition to those listed above, can you think of other qualities?



Additional resources you may wish to explore:

<https://www.indeed.com/career-advice/career-development/team-player-qualities>
<https://www.dummies.com/business/human-resources/employee-engagement/ten-qualities-of-an-effective-team-player/>
<https://www.thebalancecareers.com/tips-for-better-teamwork-1919225>
<http://www.careerexperts.co.uk/career-progression/working-in-a-team>

We invite you to scroll and listen to one or more of the *Girls and Women Talking Tech* Interviews by the EQUALS Global Partnership for Digital Gender Equality by following the

https://www.youtube.com/results?search_query>equals+girls+and+women+talking+tech

Week 8: Self-Confidence

Dear Mentee,

We hope you are very well.

In your exchange of communication with your e-mentor for this final week of the programme, you'll be exploring the subject of self-confidence.

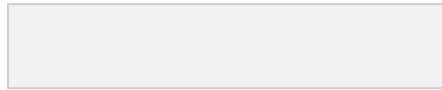
Self-confidence is a fundamental skill that can be developed through daily practice. Self-confidence is a belief in your own abilities, in your potential and talents. A self-confident person is able to take action and is capable of succeeding despite her/his/their doubts and fears. Self-confidence is about feeling comfortable and at ease with oneself. It is a skill that can be perpetually improved and developed throughout your life.

We invite you to read the tips below and do the proposed exercise to prepare for your email exchange with your mentor this week.

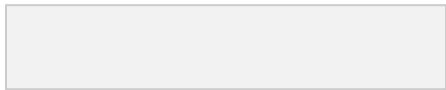
As usual, don't hesitate to contact us if you have any questions.

Wishing you a great week!

1







ACTIVITY

Answer the following:

- Write 3 things - qualities - that you like about yourself:
- Write 3 achievements you are proud of:
- Write 3 compliments that make you feel good about yourself:
- Ask a trusted friend or loved one to name 3 qualities that you have: • Name 3 of your

biggest fears and how can you overcome them? • Name 3 things about yourself that

you are grateful for?

Additional resources you may wish to explore:

<https://www.mindtools.com/selfconf.html>

https://personal-development-zone.com/building-self-confidence/?utm_medium=social&utm_source=pinterest&utm_campaign=tailwind_tribes&utm_content=tribes&utm_term=880111526_37927988_755586

We invite you to scroll and listen to one or more of the *Girls and Women Talking Tech* Interviews by the EQUALS Global Partnership for Digital Gender Equality by following the link:

https://www.youtube.com/results?search_query>equals+girls+and+women+talking+tech