

Week 1: Introductions

Dear Mentor,

We hope this email finds you very well and that you are excited to e-meet your mentee and begin the e-mentoring programme!

Your mentee is very much looking forward to receiving her first email from you! As you will see in the e-mentoring syllabus on your dashboard, in week 1 you are invited to draft your first letter to your mentee: this should be a short email to introduce yourself and share some information about your personal and professional background, as well as your interests. If you feel comfortable, please feel free to also include a photo of yourself in your email.

You can send your introductory email to your mentee via your mailbox where the name of your mentee will appear.

As soon as you receive a reply from your mentee, you can refer to the weekly syllabus and proceed to the following week's topic in the programme and send your next correspondence.

Our team is committed to guiding you throughout the e-mentoring programme. Please don't hesitate to contact us via your mailbox, if you have any questions.

Kind regards,

The Her Digital Skills e-Mentoring Team