

Mentorship Session Rules and Regulations

Session Duration

- Each session will be virtual session. There will be no in person meeting.
- Each session lasts for 30 minutes.

Booking Requirements

- Advance booking is required at least 24 hours prior to the chosen time.

Availability

- Mentors are primarily available on Saturdays and Sundays.
- Final session timings will be confirmed by the Edevement team.

Booking Process

1. **Visit the Website:**
 - Go to www.edevement.com.
2. **Book Your Session:**
 - Select and book your session.
 - Choose your preferred mentor.
3. **Confirmation:**
 - The Edevement team will contact you to finalize the session time.
 - Video Conference link will be shared 6 hours prior to schedule meeting.
4. **Session Preparation:**
 - Once the timing is finalized, please log in 10 minutes before the session starts.

Additional Guidelines

- Ensure a stable internet connection and a quiet, distraction-free environment.
- Test your audio and video equipment before the session.
- Have a clear agenda or set of topics to discuss.
- Be punctual and respectful of the mentor's time.
- Actively engage in the session and ask questions
- Please note personal contact should not be shared with the mentors or should not be asked. It is strictly prohibited.

Contact Us

Office Address - 2nd Floor, Ravish Gardenia, Vidyaranyapura, Bangalore, Karnataka 560097

Ph no - +91 7318768425 II Email – contact@edevement.com

Professional Guidelines for Virtual Mentorship Sessions (30 Minutes)

Before the Session

1. **Preparation:**
 - Review any provided materials or questions ahead of time.
 - Have a clear agenda or set of topics to discuss.
 - Ensure your internet connection is stable.
2. **Technology Check:**
 - Test your audio and video equipment.
 - Ensure your chosen platform (Zoom, Teams, etc.) is working properly.
 - Have a backup communication method (e.g., phone) in case of technical issues.
3. **Environment:**
 - Choose a quiet, well-lit space free from distractions.
 - Use a professional or neutral background.
 - Inform others around you to minimize interruptions.

During the Session

1. **Punctuality:**
 - Log in a few minutes early to address any last-minute technical issues.
 - Respect the start and end times of the session.
2. **Professionalism:**
 - Please open your camera during the session.
 - Maintain eye contact by looking at the camera, not the screen.
3. **Engagement:**
 - Start with a brief introduction if it's your first meeting.
 - Clearly outline the session's goals and agenda.
 - Actively listen and avoid multitasking.
4. **Interaction:**
 - Encourage questions and open dialogue.
 - Share relevant screen content or documents as needed.
 - Take notes to capture key points and action items.
5. **Respect and Etiquette:**
 - Mute your microphone when not speaking to reduce background noise.
 - Avoid interrupting; let others finish speaking before responding.
 - Be patient and considerate of any technical delays or issues.

After the Session

1. **Follow-Up:**
 - Summarize key takeaways and action items in a follow-up email.
 - Provide any additional resources or materials discussed.
 - Schedule the next session if needed and confirm the details.
2. **Feedback:**
 - Request feedback on the session to improve future interactions.
 - Offer constructive feedback if asked by the mentee.
3. **Continuous Improvement:**
 - Reflect on the session's effectiveness and areas for improvement.
 - Stay updated with best practices and new tools for virtual mentorship.

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