Session Pre Induction

Below are the notes from the session pre-induction

- **Induction Session Purpose:** Fardos explained the purpose of the induction session, emphasizing the importance of understanding roles and responsibilities, and providing an opportunity for participants to ask questions.
    - **Purpose of Induction:** Fardos emphasized the induction session's purpose is to clarify roles and responsibilities, and to provide a platform for participants to ask questions. This session is crucial for setting expectations and ensuring everyone understands their role in the program.
    - **Opportunity for Questions:** Participants were encouraged to ask questions either by coming off mute at the end of the presentation or by using the chat function. This approach ensures that all queries are addressed, promoting a clear understanding of the program.
- **Programme Goals:** Fardos discussed the goals of the programme, which aims to increase Black, Asian, and ethnic minority representation in tech, both within Microsoft and the broader industry.
    - **Representation Goals:** The program aims to increase Black, Asian, and ethnic minority representation in tech, focusing on both Microsoft and the broader industry. This initiative is part of a broader effort to enhance diversity and inclusion in the tech sector.
    - **Program Evolution:** Initially focused on increasing BAME representation within Microsoft, the program has since broadened to include Black heritage, ethnic minority, and Asian representation in tech overall, reflecting a more inclusive approach.
    - **Benefits for Students:** For students, the program offers a structured start to their career journey, providing access to experienced mentors who can offer advice, pointers, and focus areas, helping them navigate their career paths effectively.
    - **Benefits for Microsoft Employees:** For Microsoft employees, participating in the program is an opportunity to give back, build their skills, and contribute to a more diverse and inclusive tech community. This dual benefit underscores the program's value for both mentors and mentees.

- **Rules and Practises:** Fardos outlined the rules and practises for the sessions, including raising hands for questions, staying on mute unless speaking, and the importance of respect, integrity, and accountability.
    - **Question Protocol:** Participants should raise their hands using the Teams function to ask questions during sessions. This ensures orderly communication and allows everyone to participate effectively.
    - **Mute Policy:** Participants are expected to stay on mute unless they are speaking. This practice helps minimize background noise and ensures that the session runs smoothly.
    - **Core Principles:** The program emphasizes three core principles: respect, integrity, and accountability. These principles guide participant behavior and interactions, fostering a positive and professional environment.
    - **Use of Technology:** Sessions will use a combination of webcam and chat functions. Participants are encouraged to communicate any challenges they face with these tools so that appropriate support can be provided.
- **Mandatory and Mentoring Sessions:** Fardos detailed the mandatory and mentoring sessions, including the requirement to attend sessions in a quiet space, the availability of recordings, and the drop-in sessions for queries.
    - **Session Requirements:** Participants are required to attend sessions in a quiet, private space to minimize background noise. This ensures that everyone can focus and participate effectively.
    - **Recording Availability:** All sessions, including presentations, will be recorded and made available on the EDI site. This allows participants to review the material at their convenience.
    - **Drop-in Sessions:** Drop-in sessions will be held for about half an hour on Mondays. These sessions are not mandatory but are available for participants to ask questions and seek clarification on any issues they may have.
- **Programme Outcomes:** Fardos highlighted the outcomes of the programme, including the benefits for both mentees and mentors, and the success rate of previous cohorts.
    - **Two-Way Relationship:** The program is designed as a two-way relationship where both mentees and mentors learn and benefit. Mentees gain insights into their strengths and areas for improvement, while mentors enhance their skills and give back to the community.

    - **Skill Development:** Mentees have the opportunity to develop key skills such as communication, confidence, and professional competencies. These skills are crucial for early career development and professional growth.
    - **Success Metrics:** Previous cohorts have shown high satisfaction rates, with 99% of students recommending the program to a friend. This high success rate underscores the program's effectiveness and impact.
    - **Program Scale:** The program has successfully scaled, with 150 students participating in the last cohort and another 150 signed up for the current cohort. This growth reflects the program's increasing reach and influence.
- **Team Introduction:** Fardos introduced the core team working on the programme and provided contact information for queries and challenges.
    - **Core Team:** Fardos introduced the core team members who work on the program, highlighting their roles and contributions. This introduction helps participants know who to contact for specific queries or support.
    - **Contact Information:** Participants were provided with an email address monitored by the team for any queries or challenges. This ensures that participants have a reliable way to seek help and support throughout the program.
- **Mentee Commitment:** Fardos explained the commitment required from mentees, including the duration of the cohort, the need to create a bio, and the requirement to complete mentoring and mandatory sessions.
    - **Cohort Duration:** The cohort lasts for 8 weeks, starting from the official launch on February 5th. Participants are expected to engage actively throughout this period to gain the full benefits of the program.
    - **Bio Creation:** Mentees are required to create a one-page bio to introduce themselves to their mentors. This bio helps break the ice and facilitates initial conversations, setting the stage for a productive mentoring relationship.
    - **Session Requirements:** Mentees must complete a minimum of five one-to-one mentoring sessions, each lasting an hour, and attend at least five of the six mandatory sessions. This commitment is essential for successful completion of the program.
    - **Attendance Policy:** Mentees must notify their mentors 24 hours in advance if they are unable to attend a session. Failure to do so will result

in a strike, and two strikes will lead to withdrawal from the program. This policy ensures accountability and commitment.

- **Lessons from Previous Cohorts:** Fardos shared lessons learned from previous cohorts, emphasizing the importance of communication, respect, and leveraging the mentor's network.
  - **Communication Importance:** Effective communication between mentors and mentees is crucial. Mentees should reach out to their mentors within a week of receiving their introduction email to ensure timely engagement and avoid delays in completing the required sessions.
  - **Respect and Professionalism:** Mentees should respect their mentors' time by avoiding last-minute cancellations and maintaining professionalism in all interactions. This respect fosters a positive and productive mentoring relationship.
  - **Leveraging Networks:** Mentees are encouraged to leverage their mentors' networks to access additional expertise and resources. Mentors can facilitate connections with other professionals in the industry, enhancing the mentees' learning experience.
- **Escalation Process:** Fardos provided information on the escalation process for any issues or concerns, including multiple ways to reach out for support.
  - **Escalation Channels:** Participants can escalate any issues or concerns through multiple channels, including email, raising a hand during sessions, direct contact, or using the drop-in sessions. This ensures that support is readily available when needed.
  - **Contact Points:** Participants can also contact Carol directly for issues related to the repository or other specific concerns. This provides an additional layer of support and ensures that all queries are addressed promptly.
- **Profile Template and Preparation:** Fardos and Serena discussed the importance of preparing a bio and reflecting on strengths and areas for improvement before meeting with mentors.
- **Mentor's Perspective:** Serena shared her perspective as a mentor, highlighting the importance of engagement, punctuality, professional conduct, and proactive communication.
- **First Session Preparation:** Serena provided tips for preparing for the first session with a mentor, including bringing relevant documents, setting expectations, and having a follow-up plan.

- **Questions and Clarifications:** Fardos and Serena addressed various questions from participants, including how to upload digital badges, meeting with mentors, and the importance of attending mandatory sessions.

Follow-up tasks:

- **EDI Site Link:** Post the link to the EDI site in the chat after the presentation. (Fardos)
- **Mentor Introduction:** Notify the team if you have not been introduced to your mentor. (Participants)
- **WhatsApp Group:** Join the WhatsApp group if you have not already done so. (Participants)
- **Profile Template:** Share the profile template in the chat for mentees to prepare their bios. (Fardos)
- **Repository Access:** Ensure all participants have access to the repository and can see the page with dates and times. (Carol)
- **Session Attendance:** Complete the register during mandatory sessions to receive the digital badge. (Participants)
- **Mentor Communication:** Reach out to the team if you do not hear from your mentor within a week of the introduction email. (Participants)
- **Session Follow-Up:** Summarize key takeaways and set action items at the end of each mentoring session. (Participants)
- **Digital Badge Upload:** Upload the digital badge to LinkedIn by creating a post and attaching the file. (Participants)